Benton Chapel Guidelines

Office of Religious Life
Benton Chapel Guidelines

The John Keith Benton Chapel was constructed in the Christian liturgical tradition but is available to all persons of all faiths, subject to University regulations. It is primarily a University chapel. Because of regular usage of the Chapel by students, faculty, and staff, the Chapel's use by parties unrelated to the University is subject to availability. Whenever it is used, all parties are asked to respect its religious quality and to observe the following procedures and regulations.

Instructions:

- Review the GUIDELINES and then print a hardcopy and sign the completed copy of the Guidelines.
- Complete the REGISTRATION FORM and then print, complete, and sign the Registration.
- Mail both the completed and signed registration and guidelines forms, along with payment in full, to the address listed on the forms, or drop them by the Office of the University Chaplain and Religious Life during normal business hours. (8:30 am – 5:00 pm) We also accept payment via credit card – for more information, contact Mike at mike.zimmerman@vanderbilt.edu or 615-322-2457.

Procedures and Policies:

How to Reserve the Chapel
All initial requests for the use of Benton Chapel are made to the Office of the University Chaplain and Religious Life at 615–322–2457 and religiouslife@vanderbilt.edu. The wedding guidelines form and the registration form must be completed, signed, and returned along with your payment in the amount of $1,800. This will serve as your confirmation and will secure your date. This fee is non-refundable. Please note, the reservations are made on a first come, first serve basis with only one wedding held per day. The first reservation physically received with the forms filled out and the deposit check will get the date.

When may weddings be held?
Due to housekeeping restrictions and the scheduling of technical services, availability may be limited. Weddings may be scheduled for Saturdays ONLY, and provided there is no conflict with normal University activities. Weddings will not be performed on the following days, which are reserved as holidays: New Year’s Eve, New Year’s Day, Easter, the Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. This applies also to rehearsals and to any preparations, which might be made for the wedding. Thus, for example, when activities are scheduled for the Chapel in the afternoons, a floral decorator who wishes to decorate for a wedding, which would be held later in the day, etc, must not interrupt them. For receptions on campus, please contact the Student Life Center at 615-343-0371.

For your safety and security, Chapel availability is limited to two hours for rehearsal and four hours for the ceremony. There are no exceptions.

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No food is allowed in the Chapel except bottled water. All personal items must be removed within the four hours reserved for your service. Members of the wedding party are not permitted access to any other space of Divinity except restrooms. An additional clean–up fee may be assessed should members of the wedding party violate this policy.

Parking
Parking
Some parking is available in the lower lot #6 below Divinity/Benton at pay meters. Additional parking is available in spaces 52 – 170 in Wesley Place parking garage.

Wesley Place Garage
2043 Scarritt Place
Nashville, TN 37203

Dressing Rooms:
All Faith Chapel will serve as the main dressing room for the wedding participants. Divinity School classroom 139 is used and the second smaller dressing room. Dressing rooms are reserved for use during the day of your service (note: not available for rehearsal). All Faith Chapel is located on the bottom floor of the Divinity School and can be accessed from the outside. Div 139 is accessed through a small hallway behind the front of the chapel. The classroom is located on the first floor of the Divinity School (the same level as Benton Chapel).

Who may perform the ceremony?
Any officiate or clergyperson approved by the University Chaplain may perform the ceremony.

Who may play the organ for the ceremony?
The University Organist is responsible for the music. It will be couple’s responsibility to contact the University Organist. The organist may work with you in selecting music emphasizing the religious nature of marriage and will contribute to the worshipful atmosphere of a service in the Chapel.

In the event the University Organist cannot play, arrangements for another organist may be made. If an organist other than the University Organist is desired, request for approval must be made to the University Organist at least 30 days in advance of the service.

The University Organist is Polly Brecht, and she may be reached at:
615–322–7651 (Cell)
polly.p.brecht@vanderbilt.edu

What music may be used for the ceremony?
In general, any music suitable for use in a worship service at the Chapel may be used for your wedding. You may use appropriate musical instruments, other than the organ, to enhance your service, if approved by the University Chaplain.

Sound System
The Chapel Sexton will provide basic sound and lighting service. The chapel is equipped with pulpit and wireless microphones and can also accommodate CD, mp3, and video. For details, contact the Office of the University Chaplain and Religious Life.

If sound amplification beyond the chapel’s capabilities is needed, arrangements must be made directly with Brantley Sound Associates, Inc., 115 Duluth Avenue, Nashville, TN 37209–1207, 615–256–6260. Brantley Sound Associates, Inc. is the ONLY authorized company to add to the sound system in Benton Chapel. Making these arrangements is the couple’s responsibility just as individual arrangements are made with caterers, florists, et al. Use of the sound system will result in a separate fee paid to Brantley Sound.

Rules for Decoration:

1. The florist shall notify and obtain approval from the Office of Reservations and Events regarding the time he/she expects to decorate.
2. Do not move any furnishing.
3. No tacks, nails, pins, screws, or any other like objects shall be driven into the walls, floor, or furnishings.
4. No pots, vases, designs, flowers, candles, or decorative materials of any kind shall be placed on the communion/altar table without the table being fully covered or without a protective table runner in place.
5. When lighted candles are used, all holders must be protected by a drip cup or pad so that no drippings may contact the floor or furnishings. Any damage done to the furniture or furnishings shall be repaired to the satisfaction of the Director of Religious Life. The person who contracts for the use of the Chapel shall be held liable for any damage.
6. Chapel Sexton will adjust the lights for the service in consultation with the wedding party.
7. All decorations must be removed by the end of the reserved time on the wedding day.

The Chapel Sexton will certify the condition of the Chapel following the service.

Recommendations and Options:

1. Parament recommendations are available upon request.
2. Signage with bows leading to Benton is recommended to help guest find the Chapel.
3. A wedding coordinator familiar with Benton Chapel may alleviate many concerns.

Photographers
You should discuss the taking of photographs and video during the ceremony with your officiate. The motion of...
Photographers
You should discuss the taking of photographs and video during the ceremony with your officiate. The motion of photographers may be a distraction to those who are officiating the ceremony as well as to you and your guests.

Ushers may caution attendees carrying cameras not to use them during the ceremony.

Notice:

Any damage done to Benton Chapel shall be repaired to the satisfaction of the University Chaplain by the person or firm responsible at that time. The person or firm will be charged additionally for any repair needed.

PLEASE NOTE: VANDERBILT UNIVERSITY IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY ASSOCIATED WITH USE OF THE CHAPEL NOR DOES VANDERBILT ACCEPT RESPONSIBILITY FOR ANY IMPACT UPON THE WEDDING EXPERIENCE DUE TO THE LOSS OF ANY ITEM.

The Chapel Sexton will contact the wedding party approximately two weeks prior to the service to address any concerns or questions you may have.

(Continued on Page 4)

I have read the guidelines for use of Benton Chapel and accept and agree to all the policies and procedures outlined in these guidelines.

Signature of responsible person(s):

_/.
Name Date

_/.
Name Date

In order to complete your registration, print and sign the GUIDELINES form as well as complete the REGISTRATION FORM and then return both, along with your payment to:

Office of the University Chaplain and Religious Life
Attn: Weddings
PMB 406311
401 24th Ave South All checks payable to “Vanderbilt University”
Nashville, TN 37240-6311

615–343–8355 fax

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