

**Wedding Reservation Guidelines for the
Mary, Seat of Wisdom Chapel
Thomas More College
333 Thomas More Parkway
Crestview Hills, Kentucky 41017**

Thomas More College welcomes you to the Mary, Seat of Wisdom Chapel. We appreciate the opportunity to be a part of your upcoming wedding ceremony. To make your wedding a memorable experience, a list of wedding reservation guidelines are attached. Please review the documents to ensure all time sensitive information is completed within the appropriate time line stated in this packet.

Weddings at the Mary, Seat of Wisdom Chapel are by exception as the usual place for a Catholic wedding is your parish church. All Catholic persons using the Chapel must have permission from their pastor. Non-Catholic persons wanting to be married in the Chapel must have permission from their minister. In general one or both parties should fit one of the categories below:

- Alumni of the College
- Current student of the College
- Faculty, staff or board of trustees member or their children

Since the Mary, Seat of Wisdom Chapel is not a parish church; no weddings are held during the Holy Days of the triduum. The usual times for weddings are during ordinary time or during the Easter or Christmas season. The Diocese of Covington requires a six month preparation for all marriages. Please contact your priest for more information.

Requests for a wedding date are made to the Office of Scheduling and Conference Services (859-344-3641). It is advisable to make them at least six months to one year prior to the wedding date. Before a date can be confirmed, the couple must be interviewed by a priest/minister (usually the priest/minister who will officiate at the wedding).

The priest/minister who takes care of the arrangements for the wedding should mail the necessary papers (questionnaires, certificates, dispensations, etc.) to:

Thomas More College
Attn: Kathryn Steffen
333 Thomas More Parkway
Crestview Hills, KY 41017

Rental Fee: A fee of \$500 is charged to cover the minimum operations costs and use of the chapel. A non-refundable deposit of \$200, the Priest/Minister Acceptance Form and Couple Acceptance form, are due within 30 days of the initial request. Your booking will not be held

beyond that date if your deposit and paper work are not received. After the above requirements are received, an official wedding contract will be emailed to you and must be signed and returned via email or in hard copy to the address above within 14 business days.

The remaining balance of \$300 must be paid 30 days prior to the wedding. If you wish, full payment can be made upfront. Checks should be made payable to Thomas More College and sent to the address above.

Rental Agreement: The rental agreement consists of a five hour period on the wedding date to include preparation time for the wedding party, the wedding ceremony, and pictures before and after the ceremony, and a rehearsal period. Rehearsal usually lasts 45 minutes to an hour. A College representative will be present for the rehearsal to assist with last minute requests. If you have questions or requests prior to the rehearsal, you may contact Mr. Andrew Cole, Campus Minister, at 859-344-3683.

College Representative: A College representative will be provided to be present for your event. He/She will be present for your rehearsal and your wedding. The College representative's responsibilities include: turning on lights, arranging the sanctuary, placing the vase at the statue of Mary, preparing the bread and wine for communion, and cleaning up all the above mentioned items. The College representative is NOT a wedding planner or coordinator, but is there to help with a smooth ceremony.

Pictures: Normally pictures are taken in the chapel during and after the wedding. Areas surrounding the Chapel are available for pictures during the reserved time. Other areas of the Campus are available for pictures, only with prior approval by the College.

Photographers/Videographers: During the wedding ceremony, photographers and videographers are permitted provided they do not interfere with the ceremony or create a distraction.

Music: Acquiring musicians for the wedding ceremony is the responsibility of the bride and groom. The musicians should be familiar with the appropriate type of music for a religious wedding.

Media: The Mary, Seat of Wisdom Chapel is equipped with a piano, microphone and sound system which are available for your use. Personal sound equipment and microphones are not permitted to be used in conjunction with the house system.

Chapel Capacity: The Mary, Seat of Wisdom Chapel can hold up to 402 guests.

Dressing Rooms: A room is provided for the wedding party to dress at the chapel. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during, and after the wedding, and for the removal of such items immediately following the wedding ceremony. The College is not responsible for items lost or stolen.

Food & Drink: No food or drink may be brought into the church proper. Food and drinks must stay in the dressing rooms. Please assign an usher or another individual the task of disposing of trash. **No alcoholic beverages permitted.**

Priest/Minister Garments: Cassocks and surplices are not supplied or available for servers. Priests/Ministers should also bring their own vestments.

Presider Directives: Priests/ministers who are relatives or friends of the bridal party are welcome to officiate at weddings in the College chapel. Only the priest/minister who officiates the wedding may sign the marriage license.

Decorum in Church: The church building is a special, sacred place of prayer and worship. Good taste and manners are in order. Please keep talking, laughing, and other noise to a minimum.

FLOWERS AND OTHER DECORATIONS:

Flowers: Floral arrangements should not be placed on the altar. Flowers should be arranged in such a way that they do not impede movement in the sanctuary.

Pew Bows: Pew markers or bows are permitted and must be attached with floral clips over the top of the pew or tied on the pew with ribbon. No tape, glue, or other adhesives are permitted. No nails, pins, or tacks are permitted.

Candles: Freestanding hurricane lights may be used. No candles which are not enclosed in glass globes and fitted to prevent the dripping of wax may be used.

Note: All personal items must be removed immediately following the post wedding pictures. The Chapel is not responsible for remaining items and has no storage area.

Parking: A parking lot is available across from the Chapel. Additional parking is available in the main parking lots on Villa Madonna Drive. Please inform your guests since they may want to allow a few minutes to park and walk to the church. Parking on campus is not exclusive to wedding attendees.

We ask your cooperation in gathering required Catholic Church documentation. The forms should be sent directly to the attention of Kathryn Steffen, Thomas More College, 333 Thomas More Parkway, Crestview Hills, KY 41017. The College will make certain the records will be sent to St. Pius X Church where the records for the College are kept. Marriage licenses and forms should be brought to the Chapel on the wedding day and provided to the officiant.

Additional Rental Services: Additional services and rental facilities are available on campus. Please discuss your specific needs with the Office of Scheduling and Conference Services for a quote and to confirm your needs.