

*The Chapel of the Sir Christopher Wren Building
The College of William and Mary in Virginia*

TERMS AND CONDITIONS FOR USE OF THE WREN CHAPEL

The Wren Chapel may be reserved for the weddings of William and Mary students, alumni, current faculty and staff, and the children of anyone in those groups. It is not necessary for both the bride and groom to have a College affiliation. The Chapel is non-denominational and has no chaplain. It is your responsibility to arrange for the person who will perform your ceremony.

SCHEDULING

Weddings are booked for two-hour blocks. All activities relating to the wedding—decorating, ceremony, photography, clean up—must be accomplished within this two-hour period. At busy times of the year, other events may be scheduled immediately before or after your reserved time. One hour is scheduled for the rehearsal, usually the afternoon or evening preceding the wedding.

FACILITIES AND SERVICES

The Wren Building is a historic structure which is still used for College classes, guided tours, and various special events. There are no facilities suitable for use as dressing rooms, and there is no waiting room for the bride. While the Wren Building staff will insure that the wedding ceremony is not disturbed, wedding parties should be aware that they will be sharing the building with members of the College community and visitors.

The College does not provide a wedding coordinator for the Chapel. Questions and special concerns should be addressed to the building director. A member of the Wren Building staff will be available at the rehearsal and at the wedding to unlock doors, light candles, and offer additional assistance.

Electrical service in the Chapel is somewhat limited. Please contact the building director if you anticipate using electrical outlets.

A wheelchair lift on the west side of the building provides access to the rooms on the first floor. There is one step just inside the east door to the Chapel, and there are two additional steps farther inside the Chapel between the altar area and the pews. Please contact the building director if anyone in your party will need special assistance of any sort.

No food or beverages may be brought into the Wren Building or onto the grounds by members of the wedding party or wedding guests.

THE ORGAN

The Chapel organ, which is on loan to William and Mary from the Colonial Williamsburg Foundation, is a valuable eighteenth-century instrument which is uniquely suited to the space. Your organist must be selected from the Foundation's list of approved organists. Arrangements for consultations, rehearsals with other musicians, etc. should be made directly with the organist. All organists on the list charge comparable fees. It is suggested that you arrange for your organist to be present at your rehearsal.

Because the organ is sensitive to fluctuations in temperature and relative humidity, the amount of time the Chapel door is open must be kept to a minimum. Having a receiving line or guest book at the Chapel door is discouraged because these activities generally result in longer periods of time with the door open.

CAPACITY

The capacity of the Wren Chapel is limited to 120 guests, and for purposes of comfort, safety, and compliance with fire codes, occupancy capacities are strictly enforced. Fire and safety regulations prohibit the use of extra chairs in the aisle.

DECORATIONS

- To preserve the architectural finishes of the Chapel, the only floral decorations permitted are altar table arrangements. Bows may be attached to pews with ribbons. Helium balloons are not permitted in the Wren Building. Nothing may be taped, tacked, stapled, nailed, or otherwise affixed to the walls, floors, doors, or pews; items may not be hung from the wall sconces. Articles necessary for the celebration of a religious service may, of course, be used.
- Runners and flower petals may not be used on the slate floor of the aisle because of the danger of slipping. The throwing of rice, birdseed, etc. is not permitted inside or outside the Chapel.
- The pulpit and items in the altar area may not be moved without the prior approval of the building director.
- Candles for the candlesticks on the altar will be provided by, and lit and extinguished by the building staff. A unity candle arrangement may be used, but those candles must be placed on the altar table and must be dripleless and white or off-white in color. Standing candelabra may not be used in the Chapel. Use of the wall sconces is not permitted. Candles may not be carried when lit.
- Vestments, books, and most of the sacred vessels stored in the sacristy are the property of campus religious groups and are not available for use by others without permission of the owners. There is a silver communion service for Chapel weddings which may be used by prior arrangement with the building director.
- Following the service, all ring boxes, flower wrappings, programs, and other such items must be immediately removed from the sacristy and Chapel. All decorations must be removed from the Chapel at the conclusion of the service, including items placed in the Chapel by florists.

PARKING

Parking spaces are frequently at a premium on the William and Mary campus, and the College cannot guarantee parking for cars of the wedding party or guests. Outside of working hours (after 5:00 p.m. on weekdays and on Saturday and Sunday), we recommend that you direct your guests to the Facilities Management parking lot behind the Campus Center. Other parking may be available in the Colonial Williamsburg pay lot in the first block of Francis Street (see enclosed parking map). On-street parking is sometimes available on Richmond Road, adjacent to the campus.

On the day of your wedding, a few parking spaces will be reserved for your use in Ewell Circle on Jamestown Road adjacent to Jefferson Hall. Please understand, however, that the College does not have weekend staff to enforce these parking reservations, and you may find a reserved space already occupied.

Driving cars, trucks, and vans is strictly prohibited on brick sidewalks and College grounds. Exceptions to this policy will be limited in nature and *must be approved in advance by the building director.*

FOR ADDITIONAL INFORMATION OR ASSISTANCE CONTACT:

Louise Lambert Kale, Executive Director, the Historic Campus
Telephone: 757/221-1540; fax: 757/221-1541; Internet: llkale@wm.edu

I HEREBY AGREE TO THE TERMS AND CONDITIONS SPECIFIED ABOVE.

Signature _____

Date _____

Please sign and return one copy of this document with your contract.