WARTBURG COLLEGE CHAPEL WEDDING RESERVATION FORM

Please complete this form and r Wartburg College Chapel 100 Wartburg Blvd. Waverly, IA 50677		If you have any questions, contact Pam Moss: Phone: (319) 352-8217 E-mail: pam.moss@wartburg.edu		
WEDDING DATE:		TIME:	AM/PM	
		TIME:		
NAME				
		E-mail Address		
NAME				
	Home/Cell Phone E-mail Address			
OFFICIATING MINISTER		Phone		
Name of Church Minister is from		City	City	
ORGANIST	Phone	Phone		
FLORIST	Phone	Phone		
PHOTOGRAPHER		Phone		
NUMBER OF GUESTS EXPECT	ED			
SOUND SYSTEM INFORMAT what you will need for your wedd that arrangements can be made: Wireless Lapel Mid Cordless, Handheld CD Player/iPod	ing. We need to have t c (2 available)	sound system with CD capabilities. Please ch his information <u>one month in advance</u> of your	leck below wedding so	
	-	least one month prior to your wedd E USE ONLY		
• wartburg Chapel Rental Fee (ind	ciudes alumni) – \$250	(Fee includes use of downstairs dressing rooms, o other related services.)	custodial and	
Amount Paid:	Date Paid:	Check Number:	-	
Wartburg Chapel Rental Fee for Amount Paid:		g students, faculty, and staff – \$100 Check Number:	_	
Chapel Commons Rental Fees: V Amount Paid:		6100 OR Rehearsal Dinner — \$50 Check Number:	_	
• Non-refundable deposit – \$50 (A Amount Paid:		m rental fee. Must be paid within 30 days of making a Check Number:		
. .		no damages are incurred, check will be returned.) Check Number:		

Wartburg Chapel Facilities Reservation Agreement

The Wartburg Chapel is a community worship space, and consequently, we encourage you to keep this in mind when using it. You will be asked to agree to ascribe to the following policies and regulations of the Wartburg College Chapel.

• You will be responsible for any damages to the Wartburg Chapel facilities or equipment caused by the act, default, or negligence.

• You shall not use the facilities for any purpose other than the "Type of Event" as agreed upon by you and the Scheduling Administrator. You shall not use the facilities when Chapel or Worship Services are being held.

• You are to occupy only those rooms assigned and agreed upon, and all equipment must be arranged in advance.

• No items are to be removed from the altar.

• No hand-held candles or candles/candelabras that are not protected by a base are allowed in the chapel.

• Pew clamps or fixtures must be padded to protect the wood.

• No items are to be placed on the piano in the chapel.

• You are not allowed to affix anything to the walls, floors, or ceiling with nails, staples, tape or any other substance unless advance approval has been granted by The Wartburg Chapel.

• You shall not move furnishings, equipment, or other items without approval and/or direction of the Scheduling Administrator or Head Custodial Engineer.

• Eating and drinking in the building are permitted only when previously arranged and in the approved designated areas. (No food or beverage is ever permitted in the sanctuary.)

• Smoking is not permitted in the building, including all entranceways and restrooms.

• Alcoholic beverages are not permitted in the chapel building or on the premises.

The undersigned authorized representative has seen and is in agreement to the above terms of this agreement.

Organization

Representative Signature

OUTSIDE ORGANIZATION RENTAL FEE:

Outside organizations will be charged \$100 to rent the Wartburg Chapel for recitals, or other music related events, to be approved first through the Chapel Office. Checks are to be made payable to "Wartburg College" and mailed to the Wartburg Chapel Office, 100 Wartburg Blvd., P.O. Box 1003, Waverly, IA 50677-0903.

AMOUNT DUE:	\$	
AMOUND PAID:	\$ Date Paid	
BALANCE DUE:	\$ Check Number	