

# *Weddings at Memorial Chapel*



## *About Memorial Chapel*

Memorial Chapel was constructed in 1926 to honor Union graduates who lost their lives in World War I. Renowned for its beauty and superb acoustics, the chapel is available for wedding rehearsals and ceremonies following Commencement (Late June) through mid-August. Special arrangements may be possible during other academic breaks with approval from the Director of Special Events and Conferences.



Please feel free to contact the  
Office of Special Events & Conferences:

Phone: (518) 388-6390

Fax: (518) 388-6690

Email: [events@union.edu](mailto:events@union.edu)

***Union College Office of Special Events and Conferences***  
***Memorial Chapel Wedding Rehearsal and Ceremony Policies and Procedures***

**Reservations**

Due to the high demand for chapel use by Union College students, faculty and staff during the academic year, Memorial Chapel is only available for weddings during the summer event season which is late June through mid-August. Reservations are made on a first come, first serve basis, no earlier than 12 months prior to the beginning of the summer event season. The reservation can be secured with a deposit of \$250. The reservation would include a 2 hour block of time on the evening prior to the wedding ceremony for a rehearsal, and a 4 hour block of time the following day for the ceremony.

A representative of the Union College Special Events staff will be available to assist the family in making the wedding experience the most memorable possible. Services provided are:

- *A walk through of the facility and explanation of the logistics of having a wedding ceremony on campus*
- *A meeting with a family member/or wedding planner to discuss set up needs.*
- *A final detail meeting just prior to the event with the family/or wedding planner*
- *Attendance prior to/during the wedding rehearsal to assist in last minute details*
- *Attendance prior to/during the wedding ceremony to assure facility is operating properly*

The reservation will need to be confirmed no later than one month after the reservation has been made. A reservation will be confirmed upon receipt of deposit and a signed Union College Facilities and Services agreement. A certificate of insurance must be received 30 days prior to the ceremony. Reservations scheduled on College Holidays require the approval of the Special Events and Conferences director. All set ups, decorating and photo sessions should be completed within the 4 hour ceremony time period.

Contact information: 518-388-6390

**Fees**

Contact Special Events and Conferences Office 388-6390

**Clergy**

It is the events sponsor's responsibility to arrange for clergy for the ceremony. The Union College Religious and Spiritual Life Office may perform services if clergy is available. Contact the Director of Religious and Spiritual Life and Campus Minister 388-6618

**Music**

Use of the chapel piano or organ must be approved by Union College Music Department's organist/pianist – Dianne McMullen. If another organist/pianist is preferred, Dianne McMullen would like the opportunity to review his/her credentials in a meeting prior to approving the request.

**Audio Equipment**

The sound system and equipment may be reserved through Office of Special Events and Conferences at (518) 388-6390. Availability is not guaranteed. A minimum two-week notice is required to reserve equipment.

### **Decorations**

It is the event sponsor's responsibility to give a copy of these policies and procedures to wedding planner, florists, photographers, etc.

- Adherence to fire code regulations for college buildings prevents the use of lighted candles in the chapel. Floral arrangements are allowed on the ends of pews or tiled areas. Candelabras are allowed on the altar, with a cloth placed underneath to protect the stage and altar.
- Plastic or other containers must be placed under plants.
- Storage is not available before or after the wedding.
- Decorations must be set up and removed within the 4 hour ceremony time period.
- Tape, tacks, or nails may not be used to affix items to any interior or exterior surface of the chapel.
- Rice, rice bags, Birdseed, confetti, etc. are forbidden from being distributed, thrown on the premises. A minimum \$100.00 clean-up fee will be assessed if this policy is not upheld.
- No glass may be broken in the chapel.
- The event sponsor is responsible for the leaving the facilities in the same condition as received. Costs may be incurred if event sponsor does not comply with wedding policies and cleaning, repair or replacement to the chapel is required.
- The organ, piano, lectern, stairs, or alter may only be moved by Union College Facilities Services personnel as authorized in advance by the Office of Special Events.

### **Parking**

Parking is permitted in designated areas only. The Office of Special Events will provide directions and signage upon request. Campus Safety will provide traffic detail on the day of the wedding to direct guests to visitor parking.

### **Runner**

Due to the condition of the tiled floor, tape cannot be used to secure a runner in Chapel. The aisle is 80' long. The runner should be approximately 75' long and 5' wide.

### **Seating**

Seating capacity for the chapel is 939. There are 20 pews on each side of the aisle, 25 pews on each outside aisle, and 20 pews in the balcony. The chapel is handicapped accessible.

### **Restrooms**

Restrooms are located in the lower level of the chapel accessed by the stairs on the left side of the foyer. A handicapped restroom is located on the right side of the foyer.

### **Photography**

As the campus is used by various sport camps and academic conferences during the same time period, photography is not allowed in any other campus facility or location (i.e. Jackson's Garden) unless scheduled by the Office of Special Events and Conferences. Insurance requirements do not allow for photography inside the Nott Memorial due to the sensitivity of artifacts on display.