

Heinz Memorial Chapel Use Rules and Requirements

Heinz Memorial Chapel (the “**Chapel**”) is located on property owned or controlled by the University of Pittsburgh – Of the Commonwealth System of Higher Education (the “**University**”). The Chapel is available for corporate and personal events (each, an “**Event**”), subject to the terms and conditions of these Heinz Memorial Chapel Use Rules and Requirements (the “**Terms**”). The University reserves the right, at its discretion, to change, modify, add, or remove portions of these Terms at any time by posting the amended Terms on the University’s website regarding events at the Chapel (the “**Website**”). Any party or parties that utilize the Chapel (each, a “**Licensee**”) hereby agrees or agree to be bound by and comply with these Terms.

1. Event Space. The University hereby grants to Licensee a limited and revocable license (the “**License**”) to use the Chapel for the Event, together with the right to use all other areas in and about the Chapel which are used in common with others, including, without limitation, the lobbies, elevators, stairways, rest rooms, and delivery areas (collectively, the “**Common Areas**”). The License permits Licensee to use the Chapel and the Common Areas only for the Event and only during the date and time of the rehearsal (as mutually agreed by the University and Licensee) and during the date and time of the Event (as mutually agreed by the University and Licensee), subject to, and upon all of the terms, covenants, and conditions contained in these Terms.

2. Event Date and Event Time.

(a) The date and time of the rehearsal and the date and time of the Event each includes all set up and take down time. Licensee, Licensee’s photographer, Licensee’s florist, and any other independent contractors or service providers retained by Licensee to provide services for the Event (collectively, “**Licensee’s Service Providers**”) shall not have access to the Chapel at any other time, unless Licensee receives prior written authorization from the University.

(b) Following the expiration or termination of the License, Licensee shall, at Licensee’s sole cost and expense: (i) return to the University all tangible property in its possession or control that belongs to the University; (ii) cause the removal of all personal property brought into the Chapel by, or on behalf of, Licensee; and (iii) surrender the Chapel to the University in the same condition that existed at the beginning of Licensee’s use of the Chapel, reasonable wear and tear excepted. If Licensee or any of Licensee’s Service Providers or invitees leaves any of tangible property at the Chapel, the University may dispose of it as abandoned property at Licensee’s sole risk and expense, and the University shall not be liable therefor or for any proceeds that the University receives from selling such abandoned property. Licensee shall be responsible for any costs of disposal that the University incurs in connection therewith.

(c) Any holding over by Licensee after expiration or termination of this license shall not constitute a renewal or extension of the license or give Licensee any rights in or to the Chapel.

3. License Fee.

(a) Licensee shall pay to the University the appropriate license fee (the “**License Fee**”) as set forth on the Website. Except as otherwise set forth herein, the License Fee is non-transferable and will apply only to the Event on the date and time as mutually agreed by the University and Licensee.

(b) Licensee shall pay the Licensee Fee in full using a major credit card to reserve the Chapel. The payment of the License Fee in full will secure Licensee’s right to use the Chapel for the Event. The University shall have no obligation to Licensee until the License Fee is paid in full.

(c) In connection with the use of the Chapel, Licensee must complete and provide the Credit Card Authorization Form attached hereto as Exhibit A (the “**Credit Card Authorization**”). The Credit Card Authorization will be kept on file by the University and used only as necessary to cover the License Fee and any costs or expenses incurred by the University in connection with any repairs to the Chapel as set forth herein.

4. Rescheduling, Cancellation, and Refunds.

(a) Licensee may reschedule the Event to another available date by submitting a written notice to the University. Licensee may exercise this rescheduling option no more than one (1) time. Notwithstanding the foregoing, Licensee acknowledges and agrees that its preferred date for rescheduling may not be available and that the University is not obligated to reschedule the Event on any particular date. If Licensee exercises this rescheduling option within one hundred and eighty (180) days of the Event, then the University shall have the option to charge Licensee a Two Hundred and Fifty Dollar (\$250) handling charge.

(b) Within thirty (30) days of the Effective Date (the “**Cancellation Date**”), Licensee may cancel the Event by sending written notice to the University and will receive a full refund of the License Fee minus a Two Hundred and Fifty Dollar (\$250) handling charge. Any cancellations made after the Cancellation Date will be non-refundable.

(c) Except as otherwise set forth herein, if Licensee fails to take possession of or to use the Chapel in accordance with these Terms, the University shall not issue any refund of the License Fee.

5. Condition of the Chapel.

(a) LICENSEE UNDERSTANDS AND AGREES THAT THE UNIVERSITY MAKES NO REPRESENTATIONS OR WARRANTIES WITH REGARD TO THE CONDITION OF THE CHAPEL OR ANY OTHER UNIVERSITY PROPERTY, AND LICENSEE AGREES TO ACCEPT THE SAME IN “AS IS” CONDITION. EXCEPT AS OTHERWISE EXPLICITLY SET FORTH HEREIN, THE UNIVERSITY MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE CHAPEL, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE.

(b) Licensee acknowledges and agrees that Licensee has inspected the condition of the Chapel and that such condition is acceptable to Licensee. The Chapel is licensed to Licensee without any obligation on the part of the University to make any additions, improvements, or alterations thereto. Without the prior written consent of the University, which consent may be withheld in the University's sole discretion, Licensee shall not: (i) make or permit any alterations, additions, or improvements to the Chapel; (ii) rearrange or move furniture, artwork, lamps, seating, and other furnishings in the Chapel; (iii) nail, screw, staple, or tape any signage to, or erect on signage on, the Chapel or any other University property; (iv) sell or otherwise distribute any food or beverage, including alcoholic beverages, at the Chapel or any other University property; or (v) make any use of any University name, symbol, trademark, service mark, design, team name, or nickname. Notwithstanding the foregoing, the University hereby consents to the use of the University's name for purposes of advertising the location of the Event.

(c) In the event that Licensee or any of Licensee's Service Providers, employees, contractors, agents, or invitees causes damage to the University's premises or equipment, the University may repair such damage and charge the credit card on file pursuant to the Credit Card Authorization for the cost of such repairs.

6. Revocation of License. The University shall have the right to revoke the License at any time prior to the Event Date provided the University provides written notice of such revocation to Licensee. The University's right of revocation shall be limited to the following events: (a) nonpayment of the License Fee; (b) breach of these Terms by Licensee; or (c) a Force Majeure Event (as defined herein). If the University revokes the License in accordance with this Section, the University shall retain all amounts paid by Licensee as liquidated damages and not as a penalty.

7. Wedding Services Provided by the University. The University shall provide the following services (collectively, the "Services") in connection with any Event that is considered a wedding at the Chapel: (a) access to two (2) event coordinators during the Date and Time of the Rehearsal and during the Date and Time of the Event; (b) an organist during the Date and Time of the Event; and (c) access to a parking area that is located immediately adjacent to the Chapel and offers parking for approximately forty (40) cars. All relevant details and guidelines related to the organist are attached hereto as Exhibit B. The Services are included in the cost of the License Fee. Prior to the Event Date, Licensee may schedule a meeting with one (1) of the event coordinators by calling (412) 624-4157 to arrange for a mutually convenient time for such meeting. For the avoidance of doubt, the University does not provide an officiant for any wedding events.

8. University Use. The University shall have the right to use, and to conduct its affairs on, in, and around, the Chapel and any other property of the University, in the University's sole discretion, including but not limited to making alterations, additions, or improvements thereto. For the avoidance of doubt, the University shall have the right to enter the Chapel at any time, without the consent of Licensee, for any reasonable purpose, including any emergency that may threaten damage to the Chapel, or injury to any person in or near the Chapel.

9. Licensee Obligations. Licensee agrees to comply with the following obligations. Licensee's failure to comply with any of these obligations shall be grounds for immediate termination of

this License and expulsion from the Chapel. In such event, Licensee shall not be entitled to any refund of the License Fee.

(a) Licensee agrees to take all necessary measures to prevent its employees, contractors, agents, invitees, or Licensee's Service Providers from causing injury or loss to persons or property located at the Chapel or any other the University property.

(b) In the event of an accident of any kind at the Chapel, Licensee will immediately notify the University's event coordinators and, thereafter, furnish a full written report of such accident.

(c) Any emergency exits located at the Chapel or any other University property will be kept open for emergency ingress, egress, and regress at all times, except as otherwise directed by University staff.

(d) Licensee acknowledges and agrees that no more than forty (40) guests (which include the Licensee, Licensee's Service Providers and guests) will occupy the Chapel during any period of Licensee's use.

(e) The University does not permit smoking; use of fire or other incendiary devices or flammable or combustible materials; discrimination on the basis of disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, sexual orientation, age, veteran status, or gender identity and expression; disparaging remarks; physical violence; or illegal activities in the Chapel, in the Common Areas or on any other University property.

(f) Neither excessive noise nor disorderly conduct is permitted at the Chapel or any other University property. If the University reasonably determines that the noise level is excessive, upon request by the University, Licensee shall immediately reduce the volume.

(g) Licensee shall not cause or permit the escape, disposal, or release of any hazardous substances (as defined by any federal, state, or local law) on, in, or under the Chapel or any other University property.

(h) Licensee acknowledges and agrees to comply and ensure compliance by Licensee's Service Providers and guests with the Public Health Safety Measures as currently set forth in the attached Exhibit C, which are subject to change by the University, from time to time.

(i) Licensee agrees to comply and ensure compliance by Licensee's Service Providers with all relevant details and guidelines related to photography, videography, and decorating of the Chapel are set forth in the attached Exhibit B.

10. Compliance with Laws. When using or occupying the Chapel, Licensee shall, and shall cause Licensee's Service Providers, employees, contractors, agents, and invitees to, comply with all federal, state, and local statutes, laws, ordinances, and regulations and all University policies, rules, and regulations, including, without limitation, any University rules related to the prevention or mitigation of any pandemic or epidemic. Licensee must obtain and maintain all required clearances, licenses, or permits, at its own expense. The University has the right to make any rules and regulations as are

necessary or advisable for the safety, care, cleanliness, condition, or good order of the University's property or persons on such property.

11. Joint and Several Obligations. All obligations of the hosts of an Event under this License and these Terms are joint and several.

12. Indemnification. Licensee hereby agrees to indemnify, defend, and hold harmless the University, its officers, trustees, employees, and agents, from and against any and all damages, liabilities, actions, suits, claims, costs (including reasonable attorneys' fees), penalties, or expenses arising out of or in connection with, in whole or in part, directly or indirectly: (a) the occupancy or use of the Chapel, the Common Areas, sidewalks, and other appurtenances to the Chapel, by Licensee, Licensee's Service Providers, or any other employees, contractors, agents, or invitees; (b) any acts, errors, or omissions on the part of Licensee, its officers, directors, employees, contractors, agents, or invitees; (c) breach by the Licensee of any term, representation, warranty, or covenant under these Terms; and (d) any actual or alleged infringement or misappropriation of any third party's patents, copyrights, trade secrets, or other intellectual property rights.

13. Limitation of Liability. IN NO EVENT SHALL THE UNIVERSITY BE LIABLE UNDER THESE TERMS TO LICENSEE OR ANY THIRD PARTY FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE, OR ENHANCED DAMAGES OR LOST PROFITS OR REVENUES REGARDLESS OF (A) WHETHER SUCH DAMAGES WERE FORESEEABLE; (B) WHETHER THE UNIVERSITY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES; OR (C) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT, OR OTHERWISE) UPON WHICH THE CLAIM IS BASED. IN NO EVENT SHALL THE UNIVERSITY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS LICENSE, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE TOTAL OF THE LICENSE FEE.

14. Notices. Any notice, authorization, or other communication required or otherwise given pursuant to these Terms shall be in writing and shall be deemed sufficiently given: (a) when delivered by hand (with written confirmation of receipt); (b) five (5) days after the date mailed, if sent by registered or certified mail, return receipt requested, postage prepaid; (c) when received by the addressee, if sent by a nationally recognized overnight courier (receipt requested); (d) on the date sent by facsimile or e-mail (with confirmation of transmission) if sent during the normal business hours of the recipient, and on the next business day if sent after the normal business hours of the recipient.

15. Miscellaneous.

(a) *Assignment.* Without the prior written consent of the University, Licensee shall not assign, sublicense, rent, or otherwise transfer the Chapel or any part thereof, nor transfer possession or occupancy thereof, to any person, association, or entity. Any purported assignment of rights or delegation of performance in violation of this section is void.

(b) *Force Majeure.* Neither party will be liable for any delay or failure in performance due to causes beyond its reasonable control and without its fault or negligence. Such causes include acts of God, acts of a public enemy, acts of a civil or military authority, embargoes,

quarantine restrictions, war, terrorist acts, riots, insurrections, fires, floods, earthquakes, hurricanes, epidemics, pandemics, labor strikes, or any other circumstances of like character (each, a “**Force Majeure Event**”). The party whose performance is delayed shall promptly notify the other party of such Force Majeure Event. In the event the University is unable to make the Chapel available to Licensee on the date of the Event due to a Force Majeure Event, Licensee shall have the option of choosing an alternate date to hold the Event (the “**Alternate Event Date**”), at no extra charge to Licensee. If Licensee chooses an Alternate Event Date that is reasonably acceptable to the University, then the Alternate Event Date shall replace the Event Date, and all rights and obligations under these Terms shall remain binding on the parties hereto. If: (i) Licensee does not elect to choose an Alternate Event Date; or (ii) the University and Licensee cannot agree on an Alternate Event Date, the University shall refund the License Fee. In neither instance shall the University be liable for any additional costs, expenses, or damages suffered by Licensee (over and above the License Fee) arising out of the rescheduling or cancellation of the Event pursuant to this Section.

(c) *Relationship of Parties.* The University and Licensee shall each be and remain an independent contractor with respect to all rights and obligations arising in connection with the License. Nothing in these Terms shall be deemed or construed to create a relationship of employment, principal and agent, partnership, co- or joint employer, or joint venture.

(d) *Choice of Law and Dispute Resolution.* The License and these Terms shall be governed by the laws of the Commonwealth of Pennsylvania, excluding its conflict of laws provisions. Any controversy, claim, or dispute arising out of or relating to the License or these Terms shall be adjudicated in the Court of Common Pleas of Allegheny County, Pennsylvania or the United States District Court for the Western District of Pennsylvania.

(e) *Severability.* If any provision or a portion of any provision of these Terms is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions of these Terms shall not be affected or impaired in any way.

(f) *Waiver.* No waiver of any provision of these Terms shall be deemed or shall constitute a waiver of any other provision hereof (whether or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.

(g) *Survivability.* The terms of these Terms, which by their nature and for any reason are intended to survive and extend beyond termination, cancellation, or expiration of the License, shall remain in effect and be binding upon the parties beyond such time. Such terms shall include, without limitation, those that confer rights based on prior breaches or performance.

(h) *Headings.* The title and caption of each section or paragraph hereof are not a part thereof and shall not affect the construction or interpretation of any part hereof.

EXHIBIT A

Credit Card Authorization Form

Please complete all fields. You may cancel this credit card authorization by contacting the University, provided that the Event has already taken place and that no damage was done to the Chapel or other University property in connection with your use thereof. This credit card authorization will remain in effect until cancelled.

Credit Card Information
Card Type:
Cardholder Name (as shown on card):
Card Number:
Expiration Date:
Security Code:
Cardholder Address (from card billing address):

I, _____, authorize the University of Pittsburgh to charge my credit card above for agreed upon costs and expenses. I understand that my information will be saved on file for future transactions.

Signature

Date

Exhibit B

CHAPEL GUIDELINES

The following guidelines are for use of the University's Heinz Memorial Chapel (the "Chapel") unless Public Health Safety Measures as set forth in Exhibit C are amended or revised.

1. Weddings

a. *Decorations.* The decorating guidelines are based on past experience and are designed to protect the chapel structure and ensure an equitable situation for all who schedule weddings in the Chapel. All decorations brought in for a wedding must be removed at the end of the ceremony.

i. *Flowers.* A florist has access to the chapel thirty (30) minutes prior to the scheduled ceremony time and must provide sufficient staff for the placement and removal of decorations within the allotted access and departure times. The wedding couple or their florist may provide: altar flowers, bows on the ends of pews attached only with ribbon, rubber bands, elasticized thread, or wrapped metal or plastic clips. Flowers may be incorporated in the bows. Flowers arrangements placed on the chancel steps must allow for people to safely use the steps.

ii. *Aisle Runner.* Only non-plastic aisle runners are allowed and must be 100 feet in length.

iii. *Unity Candle.* Only wax candles are allowed. Wine, sand, chemicals, beer, oil, or grains are not permitted. The Chapel can provide a brass holder.

iv. *Lanterns and Candle Holders.* Lanterns and candle holders are not allowed in the Chapel or on the Chapel grounds.

v. *Boutonnieres and Corsages.* Boutonnieres and corsages may be distributed from the desk in the narthex. The florist or a family member must be present to identify the recipients.

vi. *Impermissible items.* Sparklers, throwing rice, confetti, birdseed, or flower petals inside the Chapel or on the Chapel grounds are not allowed.

b. *Wedding Photography and Videography.* One (1) hour and fifteen (15) minutes is allocated for the ceremony and photography. A delay in the scheduled start time or a particularly lengthy ceremony will reduce the amount of time available for photography and videography. All participants must adhere to the scheduled departure time. Photography and videography of weddings for third party use such as television programs, advertising, etc. is not permitted.

i. *Photography during the Ceremony.* Photographs and videos of the ceremony may be taken from the following locations: the ends of the modified front pews, the double doors of the narthex, the left and right side aisles, the center aisle behind the last seated guests, or the gallery. Photographs and videos may also be taken from the base of the chancel steps for any of the following: formal seating of family members, the wedding processional and exchange of vows and rings, lighting of the unity candle, sign of peace, greeting of the parents, tribute to the Blessed Mother, and breaking of the glass.

ii. *Auxiliary Lighting.* Auxiliary lighting may be used before and after, but not during, the ceremony.

c. *Music and Organist*

i. *Music.* Audio samples of the processional and recessional pieces are available on the Chapel's website. The wedding couple is required to make their music selections two (2) months prior to their ceremony from the website's music selection form and can choose one (1) processional march for the attendants and one (1) for the principal, or elect to have one march for both the attendants and the principal. The organist will not play transcriptions of piano or orchestral works or popular contemporary tunes. Recorded music is not permissible for weddings.

ii. *Organist.* Chapel organist will be present at the rehearsal to play the chosen processional and recessional marches, finalize placement of music for the ceremony, and rehearse with any musicians. During the ceremony the organist will play a fifteen (15) minute organ prelude as guests are being seated, the processional march or marches, any hymns or music requested during the ceremony, the recessional march, and a short postlude as the guests exit the Chapel.

iii. *Other Musicians or Performers.* Vocalists, violin, flute, trumpet, or other chamber instruments with or without organ accompaniment may be included during the prelude/postlude or during the ceremony. The couple must make arrangements directly with any additional musicians. Those requesting organ accompaniment must attend the wedding rehearsal and should provide complete and legible sheet music, in advance, to the organist. Any rehearsal time needed for musicians must take place during the forty-five (45)-minute allotted rehearsal time.

d. *Officiant.* The chapel is nondenominational and has no clergy on staff. It is the responsibility of the wedding couple to secure an officiant to preside at their ceremony. It is crucial that your officiant be aware of the date and time of the wedding ceremony. Should the officiant fail to be present for the wedding ceremony, there is no one at the Chapel who could act as a replacement.

2. *Wedding Vows, Memorial Services, Funerals, Baptisms, and Vow Renewals.* The Chapel's website sets forth the specific fees for each type of event. Please note that the family of the deceased must agree to memorial services.

a. *Scheduling.* Requests for scheduling these events may be made by calling the Chapel office for availability. University of Pittsburgh schools and departments have priority in scheduling the Chapel. Requests from the non-University community will be reviewed on a first-come, first-served basis, once the University schedule has been established. They are subject to review by the University's Office of Risk Management, and insurance requirements may be imposed. Preference is given to non-profit, community organizations. Scheduling of 'out of hour' events is subject to the availability of Chapel staff.

b. *Fees and Refunds.* The fees for each event are posted on the Chapel's website and payable by a departmental transfer or credit card at the time the reservation is confirmed and are non-refundable. A separate fee will apply for the services of an organist, if required. Guest organists are permitted for memorial services. A letter of credentials must accompany the written request for a guest organist. No alumni or military discounts are offered for these special services.

c. *Event details.* The department or individual scheduling the service is responsible for all details of the service. The Chapel staff can assist with clarifying what those details may include (e.g., clergy, speakers, flowers, printed programs, etc.). The family is responsible for clergy for these services. Please note that the Roman Catholic diocese of Pittsburgh does not allow baptisms to occur outside of one's home parish. Please be aware of this requirement when scheduling.

3. *Worship Services.* The University officially sponsors no specific services of worship. The Chapel is not officially identified with any particular religious body, either by the University or by a religious group outside the University.

a. *Scheduling.* Requests must be at least six (6) weeks in advance of each school term. Permission will be granted in terms of compliance with the accepted University policies of the Chapel and in terms of the limits imposed by the number of requests from all groups.

b. *Fees and Offerings.* Use of the Chapel by religious groups from outside the University will be charged an hourly rate of One Hundred Dollars (\$100) during regular Chapel hours and Two Hundred Dollars (\$200) during ‘out of hour’ times. The fees are due sixty (60) days prior to the event and are non-refundable. A fee is not charged for regular religious services held for the University community. Free-will offerings may be taken in the Chapel in support of religious programs of the denomination holding the service. All requests should include anticipated set-up and breakdown time required for the service and any rehearsal time necessary prior to the service.

4. *University Events.* There is no fee for use of the Chapel for University-sponsored events during regular Chapel hours, Monday through Friday, 8:30 a.m. to 5:00 p.m. The Chapel is usually reserved for weddings on Saturdays and priority is given to religious services on Sundays. In all instances, please call the Chapel office for availability. There is a One Hundred Dollars (\$100) per hour fee for ‘out of hour’ events. The fee is payable by a department transfer after the event. A department account number is required to hold the reservation.

5. *Non-University Events.* The fee for any group outside of the University to use the Chapel is One Hundred Dollars (\$100) per hour during regular Chapel hours, Monday through Friday, 8:30 a.m. to 5:00 p.m. The Chapel is usually reserved for weddings on Saturdays and priority is given to religious services on Sundays. In all instances, please call the Chapel office for availability. There is a Two Hundred Dollars (\$200) per hour fee for ‘out of hour’ times. Any rehearsal time required is billed at half the event rate. All fees are due sixty (60) days prior to the event and are non-refundable. All requests should include anticipated set-up and breakdown time required for the event and any rehearsal time necessary prior to the event.

6. *Tours.* Guided tours of the Chapel may be scheduled up to six (6) months in advance. A donation of Two Dollars (\$2) per person is suggested to assist with the cost of staffing and preserving the building. Guided tours scheduled during ‘out of hour’ times are charged a fee of Five Dollars (\$5) per person payable thirty (30) days in advance and are non-refundable. All requests are subject to staff and Chapel availability.

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Exhibit C

Public Health Safety Measures

In order to ensure the safety of visitors to the University's Heinz Memorial Chapel (the "Chapel") and to comply with applicable rules, regulations and guidance (including those from the U.S. Centers for Disease Control and Prevention ("CDC"), the Pennsylvania Governor, Pennsylvania Department of Health, and the University of Pittsburgh), the following public health safety measures for weddings at the Chapel are enacted until further notice and may change from time to time:

1. **Refund and Rescheduling.** Weddings at the Chapel in 2020 may be cancelled by either the University or the wedding couple due to COVID-19. The University shall provide as much advance notice as is reasonable and possible for any cancellation. Wedding couples should understand that given the nature of and risk of a COVID-19 outbreak, a cancellation by the University may occur and may occur without much notice. For any cancellation due to COVID-19, the wedding couple shall have the option to either: (i) receive a full refund; or (ii) reschedule the wedding to an available date and time, if any, in 2021.

2. **Safety Requirements.** The following measures must be followed at any wedding at the Chapel until further notice:

(i) *Rehearsal.* Rehearsals will be limited to no more than twenty (20) people (which includes the wedding couple and officiant) and will serve as a walkthrough of the ceremony with a Chapel coordinator. Masks and six (6)-feet of physical distancing are required. The organist will not be present. The walkthroughs are limited to thirty (30) minutes and parties should enter from the main doors (unless requiring the accessible entrance) and exit from the accessible entrance. If the wedding couple cannot attend the walk-through, they are required to meet remotely (via videoconference or telephone) with the Chapel coordinator to discuss the wedding process and procedures prior to the ceremony. Couples should discuss and explain the ceremony procedures and guidelines with any of their participants who were unable to attend the walkthrough.

(ii) *Number of Participants and Guests.* No more than forty (40) people may be at any wedding, including the wedding couple, officiant, attendants, guests, photographer(s), videographer(s), and others. The wedding couple must provide a list of names of all those attending and their vendors no later than seven (7) calendar days prior to the wedding date. The list must include a phone number for each name for contact tracing purposes. It is the responsibility of the wedding couple to update the list, if necessary. Only those on the list provided to the University will be allowed into the Chapel. As part of the provided list, the wedding couple must also indicate those individuals requiring use of the handicap accessible entrance to the Chapel.

(iii) *Seating.* Each couple, participant, guest, and vendor must check-in with the designated Chapel staff when entering the Chapel. The right main door of the Chapel will be open for entering the

Chapel and the left main door (as facing the Chapel from the entry steps) will be used for those exiting the Chapel. After entering, guests must be seated and will not be allowed to socialize in the narthex of the Chapel. Guests are requested to sit every fourth pew with a single unit (single individual, couple, or family) per pew. The couple will be asked prior to the wedding date to provide the number of pews for family members and number of pews required for physical distancing for the remaining guests. Those pews with no seating will be roped off or otherwise designated as closed. The wedding couple can request a maximum of two (2) couples to be formally seated prior to the start of the ceremony. Those couples will wait in the back pews of the Chapel until formal seating begins.

(iv) *Masks.* Guests, wedding participants, and vendors are required to wear masks that cover their mouth and nose in the Chapel. The wedding couple and officiant are not required to wear masks.

(v) *Microphones.* Microphones including the standing microphone for the couple, the officiant lapel microphone, and lectern microphone will be cleaned after each wedding. . Microphone use on the pulpit or lectern is not permitted at this time. Microphones used for singing are not permitted in the Chapel at this time.

(vi) *Signage.* The University must display signage as part of these public health safety requirements, including signs reminding guests and participants of the mask requirement and six (6)-foot physical distancing requirement, among others. The wedding couple should expect signs and markings throughout the Chapel, including markings on the floor and pews.

(vii) *Couple's Waiting Areas.* The Chapel's downstairs dressing/waiting room and the ambulatory area are available for waiting only. Personal items such as clothing, make-up, hair supplies, food, and drink are prohibited from these areas. Personal items such as coats, phones, and purses should be left with family members in their pews. Three (3) wedding members are allowed access to the downstairs waiting area and two (2) wedding members to the ambulatory waiting area. The wedding couple and attendants are encouraged to enter the Chapel directly from their vehicles.

(viii) *Flowers.* Flower deliveries to the Chapel are not permitted. All personal flowers, such as corsages, boutonnieres, and bouquets, must be obtained and pinned prior to entry into the Chapel with deliveries directly to the Chapel prohibited.

(ix) *Officiant.* The Chapel is nondenominational and has no clergy on staff. It is the responsibility of the wedding couple to secure an officiant to preside at their ceremony. It is crucial that your officiant be aware of the date and time of the wedding ceremony. Should the officiant fail to be present for the wedding ceremony, there is no one at the Chapel who could act as a replacement.

(x) *Vendors.* It is the responsibility of the wedding couple to communicate the wedding day process and these public safety health measures to their vendors. Vendors are required to wear a mask that covers their mouth and nose in the Chapel. Vendors must adhere to physical distancing guidelines with Chapel staff. Photographs may only be staged on the chancel steps, not the altar area. In addition, only one (1) photographer or videographer will be permitted to be in the balcony of the Chapel at any time.

(xi) *Communion.* Communion is permitted only for the wedding couple and should be arranged by the wedding couple with their officiant.

(xii) *Other Impermissible Items.* The following items are not permitted at this time: pew bows or pew decorations, programs, unity candles, statues or pictures, aisle runners, kneelers, and food and drinks. Please note: throwing rice, confetti, birdseed, or flower petals inside the Chapel or outside on the Chapel grounds is not allowed. Sparklers are also not allowed on the Chapel grounds.

(xiii) *Music.* A Chapel organist is available to be at your ceremony to play your chosen processional and recessional marches. The organist (whether used by the wedding couple or not) is provided as part of the Chapel fee. Audio samples of the processional and recessional pieces are available on the Chapel's website. The wedding couple is required to make their music selections two (2) months prior to their ceremony from the website's music selection form. The organist will play a fifteen (15) minute organ prelude as guests are being seated. At the conclusion of your ceremony the organist will play the recessional march and a short postlude as your guests exit the Chapel. No additional musicians or soloist are allowed at this time. No singing or musical performances are permitted at this time, except for any singing (unaccompanied by music) done as part of the customs of any religious wedding ceremony that must be done without the movement of guests, participants, or officiant. Transcriptions of piano or orchestral works or popular contemporary tunes as well as recorded music are not permitted.

(xiv) *Processional and Recessional.* Attendants will process and recess individually. Two (2) attendants are allowed access to the choir stalls on each side of the couple during the ceremony. Any remaining attendants will be positioned below the chancel steps or in the front pews with appropriate physical distancing.

(xv) *Photography and Videography.* All photographers and videographers must wear masks in the Chapel and follow the Chapel's physical distancing guidelines of six (6)-feet. Photographs and videos of the ceremony may be taken from the following locations: the ends of the modified front pews, the double doors of the narthex, the left and right side aisles, the center aisle behind the last seated guests, or the gallery. Photographs and videos may also be taken from the base of the chancel steps for any of the following: formal seating of family members, the wedding processional, and exchange of vows and rings. Only one (1) photographer or videographer at a time is allowed in the gallery. Auxiliary lighting may be used before and after, but not during, the ceremony. One (1) hour and fifteen (15) minutes is allocated for the ceremony and photography. A delay in the scheduled start time or a particularly lengthy ceremony will reduce the amount of time available for photography and videography. All participants must adhere to the scheduled departure time. Photography and videography of weddings for third party use such as television programs, advertising, etc. is not permitted.

3. **Cleaning.** The University expects to clean the Chapel using disinfectant prior to the wedding. Such cleaning is expected to be thorough and include wiping railings, doorknobs, elevator buttons, pews, high touch areas, the accessible bathroom, waiting room, and ambulatory. A hand

sanitizer station(s) is expected to be provided by the University. All University staff are expected to wear masks while at the Chapel and wash their hands/use hand sanitizer prior to and after each wedding. The Chapel's water fountain is not available for use.

4. **Subject to Change**. Given the unpredictable and volatile fluctuations to COVID-19 and the accompanying governmental and policy requirements, the University cannot guarantee that any scheduled wedding will be able to occur. The wedding couple is on notice that an unpredictable and last-minute cancellation is possible and should plan accordingly. The University's Chapel staff will continue to closely monitor governmental and policy requirements and make changes as necessary, from time to time, to these public health safety measures.