

SUMMERALL CHAPEL WEDDING POLICY AND INFORMATION
PLEASE KEEP THIS SHEET FOR REFERENCE

1. **FEES:** Fees are the same for a wedding with no rehearsal.
- a. **Chapel: \$800.00** Citadel Corps of cadet graduate, CGPS graduate or Citadel employee. (This policy applies to the marrying couple only; it does not apply to parents or relatives of the above)
\$1500.00 – Son or daughter of a Citadel graduate / Citadel employee/ CGPS student/ Active duty military
\$3000.00 – Non-Citadel graduate (this includes grandchildren of Citadel graduates, grandchildren of Citadel employees and grandchildren of retired Citadel employees).
 - b. **Organist: \$350.00 to \$400.00** - Information and instructions are enclosed.
 - c. **Sexton: \$125.00** – (**\$75.00**- for weddings with no rehearsal, **\$100.00**- for Catholic ceremonies.) The sexton is a Citadel cadet who will be on duty **TWO** hours before the wedding, and **ONE** hour before the rehearsal. If you have a special requirement, please make it known to them at the rehearsal. There will be an extra charge of \$15.00 per hour paid to the sexton for opening the chapel early. The sexton serves as the liaison between The Citadel, wedding party, and guests.
Sexton duties include:
 - 1) open/close the building
 - 2) set up/clean up for rehearsal and wedding
 - 3) light the altar and aisle candles
 - 4) present chapel register for signature record of the marriage
 - 5) provide guidance for chapel rules & regulations to wedding party and guests
 - 6) direct wedding rehearsal and wedding**Note: IAW Catholic Chaplain’s guidelines, Catholic weddings require the services of The Citadel Catholic Wedding Director as in paragraph 3.c. below.**

2. **PAYMENT OF FEES:**

- a. **Chapel:** Appropriate chapel fee (made payable to “The Citadel”): brought or mailed **with the original application to:**

THE CITADEL,
Attn: MR. MITCHELL STECKER,
MSC #2, 171 MOULTRIE STREET
CHARLESTON, SC 29409-0002
Not Later Than _____

- b. **Organist:** At rehearsal, if no rehearsal, at the wedding.
- c. **Sexton:** At rehearsal, if no rehearsal, at the wedding.

All information asked for in the application may not be known by the due date, but it is essential that we be given it as soon as possible by letter, e-mail (astecker@citadel.edu) or by telephone (843) 953-6572. Please notify us of any changes in information. Examples: work/home phone numbers, address, florist, etc...

NOTE: The Chapel will be reserved TENTATIVELY at the original contact. However, the reservation will not be confirmed until receipt of all forms and fees.

3. **OFFICIATING CLERGY:**

- a. **ANY ORDAINED OR LICENSED MINISTERS:** (in or out-of-state) may perform the ceremony. (Notaries, judges, justices or other civil servants are also allowed to perform ceremonies in the Summerall Chapel).
- b. Marriage license **MUST BE** given to the minister at rehearsal.
- c. **If the bride and groom are asking for a Catholic wedding, The Citadel Catholic Wedding Coordinator MUST be contacted before chapel reservation can be confirmed at least six months prior to wedding date.**
NOTE: There are additional fees for Catholic ceremonies set by the Catholic Chaplain’s office. Catholic Wedding Coordinator weddingcoordinator@sacredheartcharleston.org

PLEASE NOTE: PAYMENT OF FEES DOES NOT INCLUDE THE MINISTER. Officiating Clergy must be arranged individually. The chapel office maintains a list of local area clergy, many of whom are Citadel graduates.

4. **THE CITADEL SUPPLIES THE FOLLOWING ITEMS AND SERVICES:**
 - a. Summerall Chapel and furnishings, including a kneeling bench.
 - b. Organist for rehearsal and wedding.
 - c. Sexton to direct rehearsal and wedding.
 - d. One white flower arrangement placed in the center of the altar.
 - e. Eighteen (18) aisle candleholders, candles included.
 - f. Two seven branch altar candelabra, candles included.
 - g. Unity candle stand, center candle NOT included.

5. **THE CITADEL DOES NOT SUPPLY:**
 - a. Pew markers/ribbons
 - b. Trinity or unity candles
 - c. Communion elements or any communion supplies

6. **THINGS NOT PERMITTED:**
 - a. Rearranging of any chapel furnishings, including moving the piano.
 - b. Use of any type of tape on pews and floors that mars the finish, or peels off the polish.
 - c. Rehearsals **WILL NOT** last longer than one hour (**hour begins at time stated on the application**). Due to multiple rehearsals, the rehearsal party will be asked to leave the chapel after one hour.
 - d. A ceremony that will last longer than the allotted time to include picture taking. You have one hour before the wedding, one hour for the ceremony, and one hour after the wedding.
 - e. "Showering" of bride and groom with anything, including birdseed or rice.
 - f. Strewing of materials, such as flower petals, inside or outside the chapel.
 - g. Use of **ANY** area in Mark Clark Hall without approval of the Department of Cadet Activities.
 - h. Use of additional candles, rented candelabra or candle holders.
 - i. Alcoholic beverages on the premises.
 - j. Florist delivering during a ceremony in progress. **Call 953-6572 to ask if there is a wedding preceding yours.**
 - k. Storage of florist equipment any longer than 5 work days after your wedding.
 - l. **NO BUBBLES**
 - m. **NO AISLE RUNNERS.** They are a safety hazard.
 - n. Taped or pre-recorded music for singers or instrumentalists.
 - o. No animals are allowed in the chapel, with the exception of service animals.
 - p. Christmas wedding parties will share the cost of removing the chapel decorations if school is not in session at the time of the wedding.

7. **PHOTOGRAPHY:** Videotaping and picture taking by commercial wedding photographers and guests during the ceremony is at the discretion of the presiding minister. **Flash photography and movement in the chancel (altar) area is strictly prohibited.** There is **NO PHOTOGRAPHY** allowed in the sitting room on the second floor of Mark Clark Hall or in any of the **BARRACKS** areas without prior written permission. **NOTE: ALL photography whether inside or outside the chapel must be in conformance with Citadel Policy Memo 7-1.**

8. **GUEST PARKING:** Due to very limited parking on the Citadel campus, and with the number of other activities that may be taking place at the same time as your wedding, we cannot guarantee exclusive parking for weddings on campus.

9. **CANCELLATION CLAUSE:** Fee for use of the chapel **will be refunded** as follows: **\$200.00 Citadel graduate, \$300.00 son or daughter of a Citadel graduate, \$825.00 Non-Citadel graduate if cancelled at least six months prior to the date.** **THERE WILL BE NO REFUND IF WEDDING IS CANCELLED LESS THAN SIX MONTHS PRIOR TO THE DATE.** Your reservations preclude the use of the chapel for anyone else at the time and date specified on your application. For this reason, plus administrative handling costs for processing a refund, it is felt the policy is necessary and equitable. **To obtain a refund:** Mail a letter stating cancellation with the date of the wedding, and the name and address of the person to whom the check is to be made payable. You will receive the refund in ten days to two weeks. **In the event a wedding date must be postponed or changed, there will be a \$75.00 rescheduling fee for Citadel graduates and a \$125.00 fee for children of Citadel graduates and employees or retired employees, \$300.00 for non-Citadel graduates. The wedding MUST be postponed PRIOR to the original wedding date for chapel rental fee to be applied to the new date.**

10. **SECURITY OF PERSONAL ITEMS:** while in the chapel is not the responsibility of The Citadel or chapel personnel. Any lost items, if discovered, will be returned to the **Department of Public Safety Office at the main gate, (843) 953-5114.** Rev. 8/12/18