



THE CONFERENCE PLACE

AT UNIVERSITY OF PITTSBURGH GREENSBURG

Official Guidelines

for

Weddings

in the

Mary Lou Campana Chapel

and Lecture Center

Wedding Planning Guidelines for the Mary Lou Campana Chapel and Lecture Center

History

The Mary Lou Campana Chapel and Lecture Center, built and dedicated in 2007, is a gift from Ms. Virginia Campana in memory of her twin sister, Mary Lou Campana. Its detailed stained glass windows, designed and installed by Pitt alumni Terry Bengel, depicts the Peaceable Kingdom parable. The largest window is called "Fountain of Life".

Eligibility

The use of the Mary Lou Campana Chapel is open to wedding parties with a Pitt affiliation, such as faculty, staff, students, or alumni of any Pitt campus, as well as to members of the community with no University affiliation.

Reserving the Facility

Reservations are accepted eighteen (18) months in advance. To determine the availability of the Chapel for a desired wedding date and time, contact Conferencing Services via phone (724-836-7743) or via email (sherramoors@pitt.edu). Please note that reservations are on a first-come, first-served basis. Reservations are confirmed after receiving a completed reservation request form and payment. We allot a total of 2 ½ hours per wedding and 1 hour the night prior for a rehearsal.

Weddings inside the Mary Lou Campana Chapel can currently be scheduled for Friday or Saturday. No outdoor weddings are permitted but wedding photos can be taken throughout the campus grounds.

At this time, the Chapel is unavailable Commencement weekend (typically the last weekend in April), Blue and Gold Weekend (typically the first weekend in October), and December 20 through January 2, (except for New Year's Eve).

Payment

The costs for weddings are listed below and include the rental of the chapel and the wedding photo permit. Once a satisfactory date and time is determined, the reservation request form must be returned with a check payable to: *The University of Pittsburgh at Greensburg*. Reservations are finalized once payment is received.

Payment continued...

- ❖ Pitt-Greensburg Students, Staff, Faculty, Alumni, Advisory Board members, retired/emeritus staff or faculty, and their immediate family members - \$350
- ❖ Students, Staff, Faculty, Alumni, Advisory Board members, retired/emeritus staff or faculty of any other University of Pittsburgh campus (Bradford, Johnstown, Oakland, Titusville) - \$400
- ❖ Wedding parties with no affiliation to the University of Pittsburgh (any campus) - \$500
- ❖ Holiday Weekends, including: Martin Luther King weekend, weekends before/after spring break, Memorial Day weekend, 4th of July weekend, Labor Day weekend, and Thanksgiving weekend - \$200 in addition to initial charges.
- ❖ New Year's Eve ceremony - \$1,000

Military Discount

There is a 20% discount for current or former military – active, guard, or reserve. A copy of the common Access Card (CAC, current military) or DD Form 214 (former military) must be provided.

Cancellation

Cancellations must be in writing (email is acceptable) from either the bride or the groom. Pitt-Greensburg will refund 75% of the chapel fee if the reservation is canceled ninety (90) days in advance of the wedding date chosen. If cancellation is made less than ninety (90) days before the wedding, the entire chapel fee will be forfeited. Weddings, however, may be rescheduled pending availability.

Authorized Ceremony

The marriage must be recognized as valid in the Commonwealth of Pennsylvania. A wedding license is required.

Religious Ceremony

The University of Pittsburgh at Greensburg welcomes all religious denominations to use the Mary Lou Campana Chapel for weddings. Please note that some denominations might have specific guidelines for use of alternate wedding sites. Please review those guidelines before reserving the Chapel.

Schedules

Wedding Ceremonies - You will have access to the chapel one (1) hour prior to your ceremony. This will allow your florist, DJ/pianist or other musician, officiant, photographer, and/or videographer time to set up and your guests to arrive and be seated. Participants who arrive prior to their scheduled time are not guaranteed access to the space, as other events might be scheduled.

Wedding Rehearsals - Rehearsal time is limited to one (1) hour from the time it is scheduled to begin. The options for a standard rehearsal and ceremony are as follows:

- ❖ Friday Wedding Rehearsal Times
3:00pm-4:00pm; 4:00pm-5:00pm; 5:00pm-6:00pm
- ❖ Saturday Wedding Ceremony Times
1:30am-1:00pm (10:30am access)
2:30pm-4:00pm (1:30am access)
5:30pm-7:00pm (4:30pm access)

*If interested in a Friday wedding, we are happy to work with you on rehearsal and ceremony times.

Officiants

The Chapel is nondenominational; therefore clergy of all denominations are welcome, as are civil officiants. It is your responsibility to secure an officiant to preside at your wedding ceremony. It is crucial that you confirm dates and times with your officiant. Should your officiant fail to be present for your wedding ceremony, there is no one at the chapel who would be able to act as a replacement.

Music / Sound System

It is the responsibility of the couple to provide musicians and/or music. The chapel is equipped with a piano and basic sound system that has the capability to play pre-recorded music. Only one music device may be used to ensure the quality of the sound, as we cannot switch from one to another during the ceremony. Up to two wireless, handheld/stand microphones can also be provided.

If your musician(s) wish to practice prior to the actual event, they should contact Conferencing Services at 724-836-7743 to arrange a time to access the space.

Decorations

The following decoration guidelines are designed to protect the chapel and to ensure an equitable situation for all who schedule weddings at the chapel.

Decorations continued...

- ❖ All decorations brought in for a wedding must be removed at the end of the ceremony.
- ❖ The limited time for placement and removal of decorations requires that they remain simple.
- ❖ The florist has access to the chapel one hour prior to the scheduled ceremony time. Please keep in mind that the arrival and seating of guests also take place during that time.
- ❖ The florist (or wedding party) must provide sufficient staff for the placement and removal of decorations within the allotted access and departure times.

You or your florist/other vendor may provide any or all of the following decorations:

Aisle Runner: If an aisle runner is used, it should be at least 34 feet in length. Tape is required to attach the aisle runner to the floor at the base of the altar and must be provided by the florist or wedding couple.

Altar flowers: The stage area measures 24 feet wide and 13 ½ feet deep; there is a large alter-style piece of furniture as well as a small table that can be used for flowers, etc.

Boutonnieres and corsages: These may be distributed from the table in the foyer of the chapel or from the bride's room. It is essential that all boutonnieres and corsages be clearly labeled and that the florist or a family member is present to identify the recipients.

Bows: Flowers may be incorporated in the bows. The bows may be attached with ribbon, rubber bands, or elasticized thread, or thin florist wire; no pins, tape, tacks, or other adhesives may be used. There are 18 rows (9 per side). The measurement around the end of each chair is 22-23 inches. Allow enough extra ribbon for tying.

Candelabra: Two floor candelabras may be used in the stage area. The use of dripless or battery-powered candles is strongly recommended. If burns or wax appears, Pitt-Greensburg reserves the right to bill for cleaning or repair.

Sand Ceremony materials: White or colored sand may be used but any spilled sand must be cleaned up after the ceremony.

Unity Candle: A unity candle may be used, if desired. It must be in the appropriate candle holder. The use of oil-based unity candles is not permitted. Lighted candles may not be used on pew ends, in the aisle, or in the procession.

Please note: Throwing rice, confetti/glitter, birdseed, or flower petals is not permitted. Balloons may not be released due to environmental concerns. Bubbles and bells are permitted, outside only.

*Vendors are strongly encouraged to visit the chapel at least once before the rehearsal to familiarize themselves with the space so wedding day set-up is stress-free.

Photographer and Videographer

An on-campus photography permit is included with the rental of Mary Lou Campana Chapel and Lecture Center. Wedding photographs may be taken in the chapel, the foyer, the bride's room, and on the lawn outside the building before the ceremony and within the allotted time. Additional photographs may be taken in the chapel, the foyer, and on the lawn outside the building after the ceremony and if within the allotted time. In addition, outdoor photography may be taken at other locations on campus, before and after the ceremony. The following photography and videography guidelines are designed to preserve the dignity of the occasion and minimize distractions for the guests. In addition, we recommend that specific photographing guidelines be made in consultation with your officiant.

Before the Ceremony

- ❖ Photos and videotaping of the bride, groom, wedding party, and parents may be done anywhere in the chapel or on chapel grounds.

During the Ceremony

- ❖ Photos and videotaping of the wedding party and guests may be done anywhere in the chapel or on chapel grounds.

After the Ceremony

- ❖ The time allotted for the ceremony includes time for posed photographs of the bridal party after the ceremony.

Please note: A delay in the scheduled start time and/or a particularly lengthy ceremony will reduce the amount of time available for photography. Our goal is to work with everyone involved to allow the maximum amount of time available for photos after the ceremony. Please adhere to the scheduled departure time so other groups are not impacted.

Pictures are permitted at other locations on campus after the ceremony. The fountain at the entrance of the campus is just one of the many beautiful spots to take photos. However, the fountain is controlled by automatic sensors and will shut off in certain climate conditions (i.e. wind, rain, temperature change). The fountain is not in operation during the winter months (approximately from the end of November thru mid-March). The grounds outside of Lynch Hall is another beautiful spot for photos.

Bride's Room

A small room adjacent to the women's restroom is available for the bride and her bridesmaids to use prior to the ceremony. The room should be cleared of all personal property at the end of the ceremony. A small space behind the stage is available for the groom and the groomsmen to use prior to the ceremony. The room should be cleared of all personal property at the end of the ceremony.

Receiving Line

The foyer of the chapel as well as the patio area are available for a receiving line immediately following the ceremony.

Smoking Policy

The University Smoking Policy and Procedures prohibit smoking within 25 feet of all University building primary entrances and HVAC intake vents. Primary entrances should be defined as the common public access points to each building, and is not intended for doors exclusively designated as emergency exits only or service entrances. Portions of entrances and loading docks that are under building cover (such as an overhang/porch) and interior garages shall be considered as inside the building, and smoking shall be prohibited.

Parking

There are two parking lots available for the chapel. We suggest that the lot closest to the chapel be used by the parents of the bridal couple, the wedding party, and handicapped guests. The chapel has two handicap-accessible parking spaces. (Note: you must have the designated plate or hang tag to park in these spaces.) A level, paved sidewalk leads to the main entrance. Guests can be directed to park in the lot to the left of the chapel. A level, paved sidewalk, with steps leads to the main entrance.

Receptions

At this time, there are no facilities on campus that will allow for a reception of any type.

Pitt-Greensburg Liaison

A **Conference Place** staff member will be present to assist you at your wedding rehearsal and ceremony. Approximately two weeks prior to your wedding, the staff person assigned to your wedding will contact you to review final details.

Please Note:

- ❖ Food or drinks are not permitted in the chapel at any time during the rehearsal or wedding.
- ❖ Alcoholic beverages are not permitted for anyone under the age of 21, per U.S. law; we ask that any alcohol consumed by those guests of appropriate age be kept to a minimum.
- ❖ Smoking or use of any tobacco product is not permitted inside the chapel or within 25 feet of the door.

Please Note continued...

- ❖ Pitt-Greensburg does not have the ability to supply or rent decorations.
- ❖ Furniture and other fixtures in the chapel may only be moved by the Pitt-Greensburg liaison.
- ❖ The lighting, fans, heating & A/C, audio visual & sound system equipment, including microphones, may only be adjusted by the Pitt-Greensburg liaison.
- ❖ Before leaving campus all personal property should be removed from the chapel premises.
- ❖ The University is not responsible for the loss of any items left in the chapel.
- ❖ Gratuities are unnecessary. Services rendered by the Pitt-Greensburg staff are part of their normal duties as University employees. A contribution to the chapel is always welcome and can be made at the discretion of the families.

Chapel Address

For purposes of the wedding invitation, the Mary Lou Campana Chapel address is:

*University of Pittsburgh at Greensburg
Mary Lou Campana Chapel
217 North Campus Road
Greensburg, Pennsylvania 15601*

Contact

All inquiries can be directed to:

Sherra Moors, Director of Conferencing
University of Pittsburgh at Greensburg
150 Finoli Drive, Lynch Hall 208
Greensburg, Pennsylvania 15601

Phone: 724-836-7433
Fax: 724-836-7172
Email: sherramoors@pitt.edu



THE CONFERENCE PLACE
AT UNIVERSITY OF PITTSBURGH GREENSBURG