

The Clarice L. Osborne Memorial Chapel
515 6th Street, Baker University
Baldwin City, KS 66006

Wedding Scheduling Information and Reservation Form

We are pleased you are considering renting the Clarice L. Osborne Memorial Chapel on the campus of Baker University as the site for your wedding. This information will assist you with determining arrangements.

RESERVATIONS

The Chapel provides seating for just fewer than 100 people. If your wedding party and guests total more than 100 people this facility will not accommodate your wedding.

The chapel is not available Maple Leaf Weekend, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, New Years Day, and other possible days of special college events i.e. Family Day and Homecoming (sometime in September or October).

Weddings may be scheduled through the Chapel Secretary, 785-594-4553. Reservations allow one hour on site for the wedding rehearsal and three hours on site for the wedding. **This rental fee and agreement does not include honoraria for clergy, musicians, or other additional contracted services.**

Your reservation will be confirmed and placed on our calendar upon receipt of your signed reservation form and the \$50 (refundable) damage deposit, provided that the chapel is available the day and time of your request. The balance of the rental fee is due one month (four weeks) before your wedding date. Send the deposit and the signed request form to **Baker University, ATTN: Kris Oehlert, Osborne Memorial Chapel, PO Box 65, Baldwin City, KS, 66006.**

FEES

Rental for Wedding (no Baker affiliation):	\$ 400.00
Rental for Wedding to:	
Alumni, current/former Baker University Students, Trustees, Faculty and Staff	\$ 200.00
Plus: Refundable damage deposit (required to confirm reservation)	\$ 50.00
Total cost: No Baker affiliation:	\$450 (includes refundable \$50 deposit)
Baker affiliation:	\$250 (includes refundable \$50 deposit)

CLERGY

It is the sole responsibility of the Bridal couple to arrange for ordained clergy or other official to perform the service.

MUSICIANS

Bridal couples are to contact and make all arrangements for accompanists and musicians to perform at your wedding. You may contact the Baker University Music Department (785-594-8478) to obtain a current list of local and student musicians that can be contracted to perform at your wedding. (Students are typically available throughout the academic year September through May.)

RESTRICTIONS

Furnishings and fixtures are considered permanent and may **NOT** be moved to another room or building, removed from the building, borrowed for another event, or taken outside the building for any purpose. This includes all the fixtures in the chapel building and in the lower level including offices, kitchenette, prayer room, maintenance room, and all storage spaces. (Baptismal font, cross, banners, candles, candlesticks, candelabras, altar table, altar rail, plants, baskets, trash receptacles, hymnals, organ, electric piano, office chairs, decorations etc.)

To preserve the beauty of the Chapel and furnishings you may **NOT** use **nails, hooks, tacks, screws, masking tape, florist putty, scotch-tape or staples** in or outside the Chapel. Do not use **rice** (kills the birds), **birdseed** (causes weeds to grow in the Chapel lawn), or **confetti** (trash) to throw at the Bride and Groom while inside the Chapel or on Campus property. Only driplless candles are acceptable. **It is not permitted to possess and/or consume alcoholic beverages while on campus property. Baker University is a smoke free environment. No one is allowed to use tobacco products, in all forms, while inside campus buildings including the Osborne Chapel (upstairs, lower level and in the toilet facilities).**

The Chapel is located on a University Campus. We cannot guarantee that campus events or other activities will not cause tourist activity and interference the day of your wedding. However, we can schedule your wedding for the best possible time if accurate arrival and departure times of your wedding party are indicated on the reservation form. In addition, other groups reserve and use the Chapel building throughout the week during daytime and evening hours. If additional rehearsal time is necessary for musicians or others from your wedding party do not assume the chapel is available. Prior arrangement with this office is necessary to schedule a time when the chapel is available (785-594-4553).

AUXILLARY SERVICES

To arrange for additional services (use of other campus buildings/rooms/additional departmental services) contact Coordinator of Conference Services at 785-594-8443.

CANDELABRA

We have available two Candelabras in gold tone finish. The height and arrangement (chevron & diagonal) is adjustable, each holder will need seven candles. You can purchase your own driplless candles in a color and height of your choice or indicate on the reservation form if you'd like to use the "tube candles" we have available.

Do not hesitate to contact the Chapel Secretary if you have further questions. Notify this office immediately to approve of any changes in plans previously indicated on the reservation form.

CHAPEL RESERVATION FORM

BRIDE: _____ **PHONE:** (____) _____

Home Address: _____
Street Address City State Zip

E-mail Address: _____

GROOM: _____ **PHONE:** (____) _____

Home Address: _____
Street Address City State Zip

E-mail Address: _____

Refund check made payable to: _____

Couples address after the wedding: _____
(For deposit refund) Street Address City State Zip

WEDDING DATE: _____ **The service will begin at:** _____ a. m. / p. m.
Month Day Year

Indicate the three hours you'd like to reserve the day of your wedding:

Arriving at the Chapel: _____ a.m. / p.m.

Departing after the Wedding: _____ a.m. / p.m.

REHEARSAL DATE: _____ **TIME:** _____ a. m. / p. m.

Clergy / Official: _____ **Phone:** (____) _____
Name

Baker University Affiliation/Connection: (for reduced rental rate):

_____ Name

_____ Approx. Graduation Date or Employment Date

Circle your choice: I **do** / **do not** wish to use the Candelabra (tube w/ white candles provided)

Payment of the \$50.00 (refundable) damage deposit must be submitted with this form at least twelve (12) weeks prior to your wedding to reserve your requested date. The remainder of the rental fee (\$400/\$200) is required one month prior to the reserved wedding date. **Remember, we permit three hours on site for weddings, and one hour on site for rehearsals.**

Make all checks payable to: **BAKER UNIVERSITY**

I hereby release, relieve, discharge and hold harmless Baker University, its officers, trustees, employees and representatives, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise, arising out of or in connection with this event. By signing below, I acknowledge that I have read and understand this release of liability.

Renters Signature: _____ **Date:** _____

Signing this form means that you; others working under contract for you (florist, minister, officials, planners etc.), family members, others in your wedding party, and those attending your wedding will comply with the restrictions outlined in this contract. By not adhering to the time allotment and all other restrictions as outlined will result in forfeiture of the deposit and additional restitution if deemed necessary to return the Chapel, the University facility and campus grounds to their original condition.

Baker University, Clarice L. Osborne Memorial Chapel, P.O. Box 65, Baldwin City, KS, 66006