

Wedding, Commitment, Memorial, Baptism Ceremonies at Wellesley College

Who can have a ceremony at Wellesley?

Wellesley College's facilities are available for use for ceremonies by members of the College community (faculty, staff or students) and their immediate relatives, or Wellesley College alumnae and their immediate relatives. Reservations and arrangements for ceremonies are made with the Office of Religious and Spiritual Life.

[It should be noted that the Roman Catholic Archdiocese of Boston ordinarily permits only graduates of Wellesley to be married at the College, and they must satisfy the Archdiocesan regulation that requires attendance at one of its approved marriage preparation programs.]

Where are ceremonies held?

Ceremonies at Wellesley are generally held in Houghton Chapel, the Multifaith Center and the Arboretum. [The Wellesley College Club is also available for weddings and all bookings should be made with them directly.] The Chapel and Multifaith Center are available during specific college break periods during the year. These include: from mid-June to mid-August, the second weekend of October (Wellesley's Fall break) and during the month of January. College events in any given year may preclude some of these dates.

The Chapel

Houghton Chapel sits at the center of the Wellesley College campus. The chapel is used for weekly worship as well as musical and academic events. In scheduling ceremonies, it is important to realize that the chapel's availability is limited and is dependent upon many other College activities. The Chapel ordinarily seats up to 400 people and up to 800 by special arrangement.

The Multifaith Center

Opened in the fall of 2008, the Multifaith Center offers a spiritual environment for people of all religious traditions and spiritual practices. The worship space in the center main room will seat up to 150 people. Like the Chapel, the Multifaith Center is available dependent upon other use of the space.

The Arboretum

The Wellesley College Arboretum is available for wedding/commitment ceremonies, weather permitting, and as the college schedule allows. No tents are allowed in the arboretum nor are receptions allowed there. In addition, the wedding participants must supply their own chairs and equipment. A rain location must also be booked when reserving the Arboretum.

The Wellesley College Club

The College Club can accommodate groups of 10 to 250. Their approach to private events is one that emphasizes simplicity in planning, with strict attention to detail and elegance. Whether it is a bridal shower, rehearsal dinner or wedding reception, they will assist you in every aspect of your event to ensure a stress-free, memorable experience. Additional information may be obtained by calling 781-283-2700 Monday through Saturday.

Who can perform ceremonies at Wellesley?

Persons having their marriage or commitment ceremonies at Wellesley College may arrange for outside clergy or other authorized persons to perform services. Members of the Wellesley College Office of Religious and Spiritual Life may also be available to preside at weddings as their schedule permits. Please contact the Office of Religious and Spiritual Life at 781 283-2685 to inquire about the availability of chaplains for this purpose.

Receptions

Space for on campus receptions is only available in the Wellesley College Club. Reservations for space at the College Club must be made directly with them by calling 781 283-2700. Reserving the Chapel, Multifaith Center or Arboretum DOES NOT also reserve the College Club.

About the Chapel and Multifaith Center

Houghton Chapel was dedicated on June 1, 1899. The Chapel underwent a major renovation/restoration in 2007/2008. Part of this renovation was the creation of the Multifaith Center. Designed by Kiernan Timberlake, the Center provides a spiritual environment serving people of all faith and spiritual practices. There are spaces for worship, study, meditation, prayer and social gathering.

Music in the Chapel

There are two pipe organs in the chapel, the Aeolian Skinner, a large three-manual instrument located in the apse, and a Charles Fisk Renaissance replica in the gallery. Music on the Fisk should be played only by an organist who is a specialist in the field. The Office of Religious and Spiritual Life (ORSL) can give you the names of organists who are qualified to play both instruments. If you prefer to have your own organist, you must clear that with the college organist, via the ORSL. There is also a piano in the Chapel. You must make your own financial arrangement with the organist. It is customary to pay in advance of the ceremony.

Custodial Services in the Chapel

A custodian will open the chapel and be on duty **one hour** before the ceremony and a **half hour** before the rehearsal. In addition, the custodian will return the chapel to its regular order following the ceremony. Fees for custodial services are included in the usage fee.

Facilities in the Chapel and Multifaith Center

Facilities in the chapel are limited. The Chapel and Multifaith Center are not available for receptions. There is space in the Multifaith Center available for a waiting and dressing area. Restrooms are available in the Multifaith Center.

Handicapped Accessibility in the Chapel and Multifaith Center

There is access to the Chapel for physically challenged persons by means of a ramp to the east transept door and to the Multifaith Center through the entrance to the Center located off of the Chapel Plaza on the Billings Hall side. There is an elevator between the Chapel and the Multifaith Center where restrooms are located.

Flowers in the Chapel and Multifaith Center

Flowers must be arranged by those using the Chapel and Multifaith Center. Local florists in Wellesley include: F. Jack Payne, Winston's Flowers and Kabloom. Flowers may be placed on the Worship table or on holders for flowers, which must be supplied by the florist. Depending on the Chapel schedule, the florist may deliver flowers before the custodian is on duty by making arrangements with Campus Police through the ORSL. You are responsible for removing flowers from the Chapel after the ceremony as a courtesy to other events scheduled.

Equipment in the Chapel

The Chapel is equipped with the following items:

- A large table approximately 3' x 6' used as a worship table (may be used for the placement of flowers)
- Pulpit podium with microphone. This pulpit is ordinarily stationary except by special request
- Floor podium with microphone. This podium can be moved
- Two candleholders for the worship table that hold one pillar candle 3" in diameter
- Kneeling bench large enough to accommodate two people

The College DOES NOT provide the following equipment:

- Runner for the center aisle. The aisle is 90 feet long. Runners are usually acquired through the florist.
- Holders for flowers must be supplied by the florist, and must protect the table from water damage.
- Candles/matches

Miscellaneous Information

As a courtesy to other rehearsals and/or ceremonies that are scheduled, please ask your party to be prompt and adhere to the scheduled time in the building.

If you plan to use confetti or rice for your wedding, we ask that it be done outside of the Chapel building.

Usage Fee -- The fee includes use of facilities and custodial services.

A **deposit of \$250** is due two weeks after reservation is made. Balance is due four weeks prior to the ceremony.

Checks should be made payable to Wellesley College and sent to:

Attention Amy O'Toole
Office of Religious & Spiritual Life
Wellesley College
106 Central Street
Wellesley, MA 02481

Use of Chapel for Wedding/Commitment Service and rehearsal	\$600
Use of Chapel for Wedding/Commitment Service only	\$500
Use of Arboretum for Wedding/Commitment Service	\$400
Use of Chapel for Stand-by in case of rain	\$200

Officiant's Fee

Members of the Religious and Spiritual Life Team may be available to perform ceremonies. Their fee is \$500 for preparation and celebration of the ceremony and should be paid directly to them before the service. Persons having their marriage or commitment ceremony at Wellesley College may arrange for outside clergy or other authorized persons to perform their services. Fees for these persons should be arranged directly with them.

Organist's Fee

You must make your own arrangements for an organist for your ceremony. Organists affiliated with Wellesley College include:

James David Christie	Ross Wood
74 Auburndate Avenue	319 Marlborough Street #2
West Newton, MA 02165	Boston, MA 02116
Organ Faculty, Wellesley College	Organist, Trinity Church,
Organist, Boston Symphony Orchestra	Copley Square , Boston

Mr. Christie and Mr. Wood are especially familiar with the Fisk Renaissance organ, located in the organ loft, and all are experienced with the Aeolian-Skinner organ located in the chancel. If you prefer to have your own organist, your request must be cleared with the college organist through the Office of Religious & Spiritual Life. These names are provided as a courtesy by the ORSL at Wellesley College. The College assumes no responsibility with regard to the musicians or music for your service.

Often the planning of the music can be handled over the telephone (for services with organ alone or organ and trumpet); for services involving several soloists or a complicated liturgy, a personal consultation is advised. The fee must be paid in full prior to the service. The organist will be glad to help you engage the services of an instrumentalist or vocalist for your service, or to work with a soloist of your choosing. The rehearsal time must be planned around the schedule of the organist.

Parking

Depending on the size and date of the wedding, parking may be available at Founder's Lot, or in the college parking garage located at the north end of campus.

Request Form for Ceremony at Wellesley College

Please complete and return with your deposit by mail to:

Amy O'Toole, Coordinator of the Houghton Chapel and Multifaith Center,
The Office of Religious and Spiritual Life, Wellesley College, 106 Central Street, Wellesley, MA 02481
or by fax to 781-283-3676.

Reservations are **not** final until final approval has been given by the College.

Type of Ceremony (Please Circle)

(Buddhist/Catholic/Hindu/Jewish/Muslim/ Protestant/Sikh/Spiritual/Unitarian Universalist/Other Religious)
Interfaith _____

Participants

Name _____
Address _____

Phone(home) _____
Phone(work) _____
Phone (cell) _____
Email _____

Name _____
Address _____

Phone(home) _____
Phone(work) _____
Phone (cell) _____
Email _____

Use of Wellesley College's facilities for ceremonies is limited to members of the Wellesley College community (faculty, staff and students) and their immediate families and Wellesley College Alumnae and their immediate families.

Name of Wellesley College Alumna or College Community Member _____
Rehearsal Date _____ Time _____
Ceremony Location _____
Ceremony Date _____ Time _____
Approximate Number of Guests _____

Clergy/Presider Arrangements

Persons being married at Wellesley College may arrange for outside clergy/presider to perform ceremonies. Members of the College Office of Religious and Spiritual Life Team may be available to preside at weddings as their schedules permit. All weddings must be cleared by Office of Religious and Spiritual Life.

Clergy Person(s)/Presider(s) Performing Ceremony

Name: _____
Address: _____

Phone: _____
Email: _____

Name: _____
Address: _____

Phone: _____
Email: _____

Organist/Musician: Name: _____ Phone: _____ Email: _____
Florist: Name: _____ Phone: _____ Email: _____

Arrangements for the payment of clergy, organist and florist must be made by wedding participants.

Special Arrangements/Requests:

Signature _____

Date _____

Approved by The Office of Religious and Spiritual Life _____

Payment Received _____