



WEDDING CEREMONY GUIDE

J. IRVING WHALLEY MEMORIAL CHAPEL

Welcome

We are pleased that you are considering having your wedding at the J. Irving Whalley Memorial Chapel on the picturesque campus of the University of Pittsburgh at Johnstown! In this booklet, you'll find all the information you need for planning your wedding ceremony.

Eligibility

The use of the Whalley Chapel for a wedding ceremony is available to those with a Pitt affiliation. The bride, groom or at least one of their parents or grandparents must be a graduate, current full-time student or employee of the University of Pittsburgh.

Authorized Ceremony

The marriage must be recognized as valid in the Commonwealth of Pennsylvania. Selection of the officiant is the responsibility of the couple. Because the Chapel is nondenominational, clergy of all denominations are welcome.

Contact Information

The Conference Center at the University of Pittsburgh at Johnstown
Living/Learning Center
450 Schoolhouse Road
Johnstown, PA 15904
Phone: 814-269-1900
eventupj@pitt.edu
www.johnstown.pitt.edu/conferences

Reserving the Facility

To determine the availability of the Chapel for a desired wedding date and time, please contact the Pitt-Johnstown Conference Center. Reservations are on a first-come, first-served basis. A total of five hours the day of the ceremony and two hours the night before for a rehearsal are reserved for each wedding.

**If you are planning a Catholic Ceremony, please refer to Pitt-Johnstown's Catholic Campus Ministry letter included in this booklet for further instruction. (Page 4)*

Payment

The rental fee for the Chapel is \$800.00, to be paid in full at time of reservation confirmation. Once a satisfactory date/time is determined, the initial Reservation Form and full payment must be sent in the form of check (made payable to the University of Pittsburgh at Johnstown) or credit card.

Final Information

The Final Information Form must be submitted no later than three weeks prior to the ceremony. This will ensure we have the correct information and details for your special day.

Cancellation

Pitt-Johnstown will refund \$300.00 of the Chapel fee if the reservation is canceled within ninety (90) days of the scheduled ceremony date. Cancellation must be in writing from only the bride or groom.

Music/Sound System

It is the responsibility of the couple to provide musicians/music. The Chapel is equipped with an organ, electric piano, and the capability to play pre-recorded music. A Pitt-Johnstown staff member will be at the Chapel with you the night of the rehearsal and the day of the ceremony. They will assist with the arrangement of any audio needs.

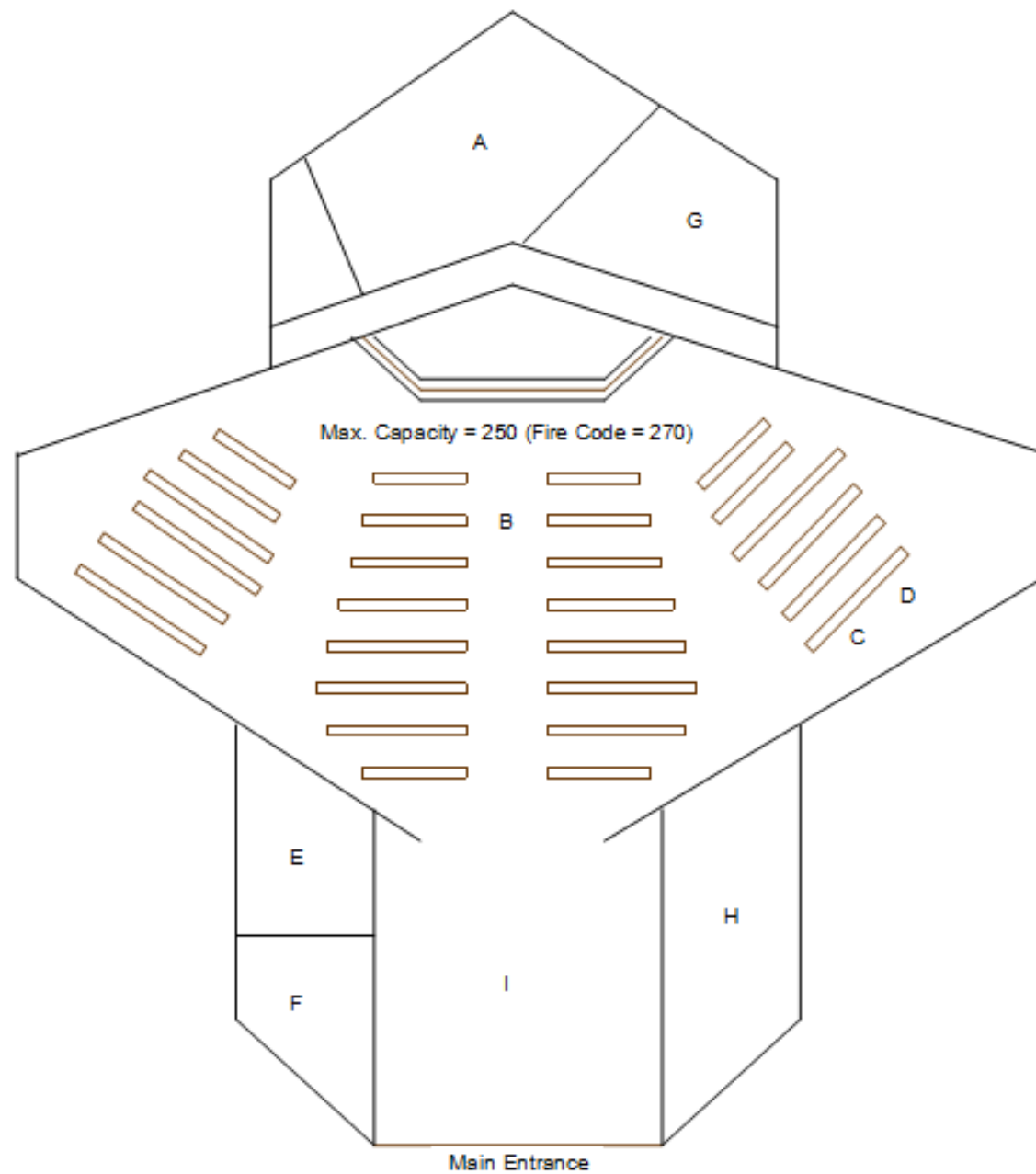
If your musician(s) wish to practice before the actual event, they should contact the Conference Center to arrange a time during the normal hours of operation (Monday-Friday 8:30am-4:30pm.) If these times are not suitable, they can practice before the rehearsal or wedding, if the schedule permits.

Additional Guidelines

The following guidelines have been established based on past experiences and are designed to help make your special day a complete success:

1. No rice or birdseed may be thrown due to liability. No balloons may be released due to environmental concerns.
2. Pew markers must be either tied on or fastened with rubber bands. Absolutely no pins, tacks, or tape (including florists' tape) are allowed.
3. The Final Information Form must be submitted no later than three weeks before the wedding date.
4. No food or drink is allowed in the Chapel at any time during the rehearsal or wedding. Please note that this includes the use of alcoholic beverages.
5. Smoking is not permitted anywhere inside the Chapel.
6. Open flame candles are only permitted on the stage for the purpose of the unity or family candle and are to be used at your own discretion.
7. Children must be under the care and supervision of their parent/guardian throughout the rehearsal, wedding, and picture-taking.
8. Pitt-Johnstown does not supply or rent decorations of any kind.
9. We recommend that specific photographing guidelines be made in consultation with your officiant
10. Immediately following the ceremony, all personal property must be removed from the Chapel premises. The University is not responsible for any loss.

J. Irving Whalley Memorial Chapel Diagram



A = Groom's Area	D = Electric Piano	G = Offices
B = Aisle Dimensions: L-42', W-6.5'	E = Women's Restroom	H = Bride's Area
C = Organ	F = Men's Restroom	I = Lobby

University of Pittsburgh at Johnstown
Catholic Campus Ministry
Johnstown, PA 15904
(814) 269-2007

To all couples planning the celebration of a Catholic Marriage in the J. Irving Whalley Memorial Chapel at the University of Pittsburgh at Johnstown.

You have begun the important and exciting process of preparing to celebrate your marriage ceremony. In the case of all weddings involving at least one Catholic party, it is the responsibility of the Pitt-Johnstown Catholic Chaplain to oversee and to coordinate the preparation process in accord with Catholic marriage law and the directives of the Altoona-Johnstown Diocese. The **current Chaplain is Father George Gulash** who may be reached at **Resurrection Catholic Church, 414 Fourth Avenue, Johnstown, PA 15906 (814) 536-8201**. As soon as you have been approved by the Living/Learning Center and have checked the availability of the date you want, please contact Fr. Gulash for approval to hold a Catholic ceremony at the Whalley Chapel.

Please note the following general considerations in regard to Catholic Marriages celebrated at college/university chapels according to the directives of the Diocese of Altoona/Johnstown (**A copy of these directives must be given to the priest/deacon celebrating the wedding**):

1. At least one party is registered and actively participates in a Roman Catholic Parish. This information will be conveyed to the priest/deacon witnessing the marriage by means of a letter from the party's pastor who grants permission for the marriage to occur outside of the home parish.
2. The couple must observe all requirements for the celebration of a Roman Catholic Marriage. These requirements include:
 - a) Freedom to marry according to Catholic Canon Law. Either party (Protestant or Catholic) must notify the witnessing priest/deacon and the chaplain **immediately** if he or she has been married previously by a priest, other minister or civil official.
 - b) Participation in an approved **marriage preparation program** (e.g. Pre-Cana, Engaged Encounter, or Sponsor Couple).
 - c) The **taking of the FOCCUS instrument** and discussion with priest/deacon about the results.
 - d) Meeting with the priest/deacon witnessing the marriage both to ensure a basic understanding of the Catholic Church's teaching on marriage and to complete the necessary paperwork.
3. The priest/deacon witnessing the marriage **must obtain delegation in writing** from the Pastor of St. Benedict Parish, 2310 Bedford St., Johnstown, PA—Msgr Robert Saly (the territorial parish in which the Pitt-Johnstown campus is located.)
4. The pertinent documents must be filed and the marriage recorded at St. Benedict Parish, 2310 Bedford Street, Johnstown, PA (814) 266-9718, by the witnessing priest/deacon on the day of the wedding.
5. All university requirements for the use of the Whalley Chapel must be observed.
6. **The university does not provide vestments or supplies.**

Your prompt attention to the aforementioned details will help us to make the celebration of your Marriage at the Whalley Chapel as positive, uncomplicated, and a memorable as possible. Be assured of my prayers as I look forward to assisting you in planning your marriage ceremony.