

# Wedding Ceremony Guide

for the

## J. Irving Whalley Memorial Chapel



University of Pittsburgh  
Johnstown

## 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 or 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 primary contact information is as follows:

The Conference Center at the  
University of Pittsburgh at Johnstown  
450 Schoolhouse Road  
Johnstown, PA 15904  
Phone: 814-269-1900

## Reserving the Facility

To determine the availability of the Chapel for a desired wedding date and time, you must contact the Pitt-Johnstown Conference Center. Please note that reservations are on a first-come, first-serve basis. We allot a total of five hours the day of the ceremony and two hours the night before for a rehearsal.

*\*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)*

Any changes in your rehearsal or wedding times must have prior approval of the Conference Center.

## Payment

**The rental fee for the Chapel is \$300.00.** We require this to be paid in full at time of reservation. Once a satisfactory date/time is determined, the enclosed Reservation Form (Page 2) and full payment must be sent in the form of check or money order made payable to the University of Pittsburgh at Johnstown.

## Cancellation

Pitt-Johnstown will refund \$150.00 of the Chapel fee if the reservation is cancelled 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. Either one CD or one cassette tape may be played. To ensure the quality of the sound, we cannot switch from one to the other during the ceremony. A Pitt-Johnstown staff member will be at the Chapel with you the night of the rehearsal and the day of the ceremony. He or she will assist with the arrangement of any audio needs.

If your musician(s) wish to practice prior to the actual event, they should contact the Conference Center to arrange a time during the normal hours of operation (Monday-Thursday 7am-9pm; Friday 7am-5pm). If these times are not suitable, they can practice prior to the rehearsal or wedding, if the schedule permits.

## Additional Guidelines

The following guidelines have been established on the basis of 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 (Page 3) must be sent in 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. Use candles at your own discretion. If burns or wax appear, Pitt-Johnstown reserves the right to bill for carpet cleaning or repair.
7. Children must be supervised at all times 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. Gratuities are unnecessary. Services rendered by the Pitt-Johnstown staff are part of their normal duties as a University employee. A contribution to the Chapel is always welcome and can be made at the discretion of the wedding party.
11. Immediately following the ceremony, all personal property must be removed from the Chapel premises. The University is not responsible for any loss.

# RESERVATION FORM FOR WEDDING DATE

J. Irving Whalley Memorial Chapel

**Your chapel rental includes a Conference Services staff member to help with your needs, along with 2 hours for rehearsal: and 5 hours the day of the ceremony. Please indicate times of the rehearsal and ceremony and times the chapel is needed to be opened and closed.**

**Payment of \$300.00 must accompany this form.**  
(Make check payable to: University of Pittsburgh at Johnstown)  
Enclosed is payment of \$300.00 to reserve the following wedding date:

## Ceremony

Day of Week \_\_\_\_\_ Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_ 2 hours: Open \_\_\_\_\_ Close \_\_\_\_\_

Ceremony Time: \_\_\_\_\_ 5 Hours: Open \_\_\_\_\_ Close \_\_\_\_\_ Catholic Ceremony: yes or no  
(please circle one)

Bride/Groom: \_\_\_\_\_ Phone: \_\_\_\_\_  
Last First M.I.

Home Address \_\_\_\_\_

City

State

Zip Code

Email Address: \_\_\_\_\_

Bride/Groom: \_\_\_\_\_ Phone: \_\_\_\_\_  
Last First M.I.

Home Address \_\_\_\_\_

City

State

Zip Code

## University Affiliation – Please Circle

UPJ Graduate                      Current Student                      Graduate of other Pitt Campus

Pitt Employee                      Child/Grandchild of Pitt Graduate                      Child/Grandchild of Pitt Employee

**\*Please provide the name, relationship, and year of graduation of your University affiliation.**

By signing, the couple acknowledges that they have read the J. Irving Whalley Memorial Chapel Planning Guide, understand all the information, and agree to comply with the policies and guidelines.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_

# FINAL INFORMATION FORM FOR WEDDING DATE

**Note: This form must be returned no later than three (3) weeks prior to your wedding date.**

**Your chapel rental includes Conference Services Staff to help with your needs for day of rehearsal: 2 hours; and day of ceremony: 5 hours.**

**Please indicate times for the rehearsal and ceremony and times the chapel is needed to be opened and closed.\***

THE WEDDING OF \_\_\_\_\_ and \_\_\_\_\_  
Bride/Groom Bride/Groom

**CEREMONY:** Date \_\_\_\_\_ Time Of Ceremony \_\_\_\_\_ \*5 hours: Open \_\_\_\_\_ Close \_\_\_\_\_

**REHEARSAL:** Date \_\_\_\_\_ Rehearsal Start Time \_\_\_\_\_ \*2 hours: Open \_\_\_\_\_ Close \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Approximate No. of Guests Expected	No. of Bride's Attendants	No. of Groom's Attendants	No. of Flower Girls	No. of Ring Bearers	No. of Additional Ushers
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Musician(s) \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Vocalist(s) \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Photographer \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Videographer \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Florist \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Flowers on Altar \_\_\_\_\_ Bows on Pews \_\_\_\_\_ Aisle Runner \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Additional Music/Audio Needs (please be specific & indicate if using a pre-recorded CD or Cassette) \_\_\_\_\_

Signature of Bride/Groom \_\_\_\_\_ Signature of Bride/Groom \_\_\_\_\_

Officiant Name \_\_\_\_\_ Assisting Officiant Name \_\_\_\_\_

Parish/Congregation \_\_\_\_\_ Telephone Number \_\_\_\_\_

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.

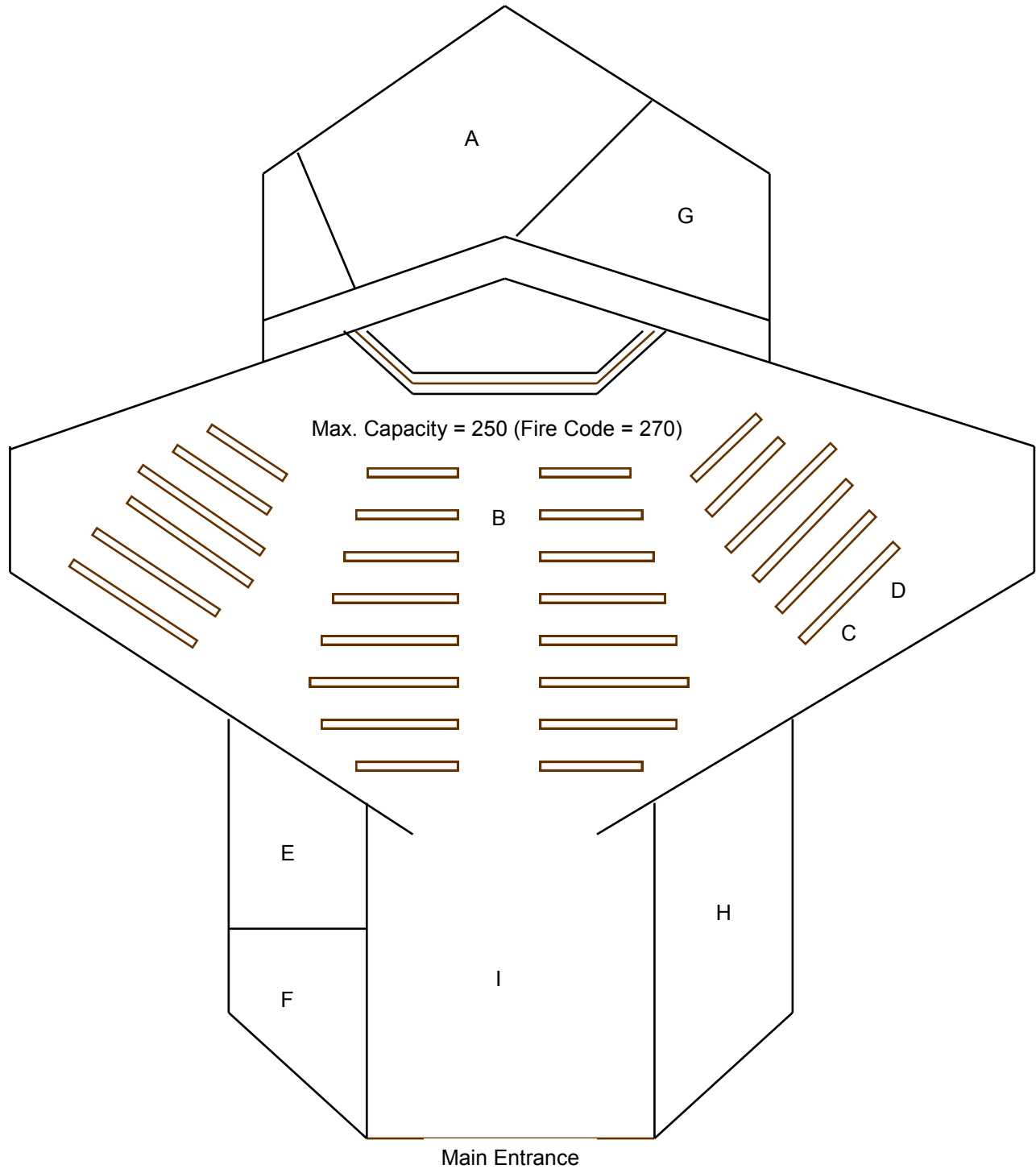
You have begun the important and exciting process of preparing to celebrate your marriage ceremony. In the case of all weddings involving at least one Catholic party, it is the responsibility of the Pitt-Johnstown Catholic Chaplain to oversee and to coordinate the preparation process in accord with Catholic 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.

## 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