

**PROVINE CHAPEL WEDDING RESERVATION FORM
GENERAL INFORMATION**

Weddings may be scheduled through the **Office of Event Services**: Laura Ann Hoffman – office: 601.925.7604, email: Lhoffman@mc.edu

<hr/> Bride's Name	<hr/> Phone Number	<hr/> Mailing Address
<hr/> Groom's Name	<hr/> Phone Number	<hr/> Mailing Address
		<hr/> E-mail: _____

DATE & TIME REQUESTED: *Include set-up, rehearsal, event, and take-down. Specify **USE** for each date (i.e., rehearsal, event, etc.)*

<hr/> Date	<hr/> Use	<hr/> _____ to _____	Event Starting Time: _____
<hr/> Date	<hr/> Use	<hr/> _____ to _____	Event Starting Time: _____

SOUND REQUIREMENTS: The sound system in Provine Chapel can only be operated by trained sound technicians designated by Mississippi College. The sound fee for Weddings is \$100. Prior arrangements **must** be made for sound. Please indicate below if you will need this service. If so, you will be contacted by the Audio Visual Production Manager for your specific needs.

☐ We will need a sound tech. ☐ We will **not** need a sound tech.

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1. A rental fee of \$800 will be charged **plus a \$100 deposit** which is refundable if the building is left as you found it along with a sound technician fee of \$100. **The entire \$1,000 fee is due at the time of reserving the Chapel.** Check should be payable to Mississippi College.
 2. The Director of Event Services will arrange for Campus Security to unlock doors well in advance of the time for your event and they will lock them after the event.
 3. The Physical Plant will have the building cleaned, cooled, or heated as needed.
 4. No decorations may be attached to any part of the building or its furnishings. **Only mechanical candles or battery operated candles may be used.**
 5. All decorations and all trash must be removed from the Chapel **immediately** after the event and the downstairs should be left in order.
 6. **Food, drinks, tobacco, alcoholic beverages and/or drugs** in Provine Chapel are strictly prohibited.
 7. **Audio visual screens MAY NOT be placed on the stage area.**
 8. In case of an emergency on the day or night of your event, call **Campus Security at 601-925-3204.**

There is a charge for services of Physical Plant and Housekeeping. Housekeeping cleans after each event. Should additional clean-up be necessary due to neglect of the facilities, you will be billed after your event. I have read the above, provided information as requested, and agree to abide by all guidelines for use Provine Chapel.

Date: _____ Signed: _____

****Office Use Only**

D/C/C/ fee rec'd _____ Amt. _____ Date _____
RR/S Fee Rec'd _____ Amt. _____ Date _____

D/C/C _____ Returned _____

WEDDING POLICY FOR PROVINE CHAPEL

I. Scheduling

- A. Weddings may be scheduled through the Office of Event Services whose office is located in the B. C. Rogers Student Center, telephone number 601.925.7604, email – Lhoffman@mc.edu Reservations may not be made earlier than 6 months prior to the event.
- B. Cancellation must be made through the Director of Event Services. Failure to cancel 30 days prior to the event will result in forfeiting the \$1,000 fee.

II. Use of the Chapel

- A. College sponsored functions
- B. Weddings of alumni, students, faculty and staff
- C. There will be no non-college functions on MC Red Letter Weekends/Days
- D. Mississippi College is affiliated with the Mississippi Baptist Convention and governed by a Board of Trustees selected by the Mississippi Baptist Convention and is operated within the Christian aims and ideals of Baptists. As a religiously controlled institution of higher education, Mississippi College reserves the right to limit use of its facilities for activities, groups and purposes consistent with its mission and values.
- E. Groups using Mississippi College facilities for events must utilize the officially approved graphics standards and logos for event publicity, registration, etc. The standards are found at www.mc.edu/identity. Questions should be directed to the Office of Public Relations.

III. Provisions

- A. 475 seat auditorium **DOWNSTAIRS ONLY. THE BALCONY CANNOT BE USED.**
- B. Pipe Organ and Grand Piano
- C. Space in **P106 (classroom)** for dressing and restrooms located on the ground floor
- E. Space in **P102** is designated exclusively as a lobby for folk entering and exiting the elevator. **THIS AREA CANNOT BE USED FOR DRESSING AND THERE CAN BE NO FOOD OR DRINK IN THIS AREA.**
- F. There is no place for a wedding reception in Provine.
- G. There is a sound system in Provine and a sound technician will be provided for the wedding rehearsal (maximum of 2 hours) and ceremony (maximum of 2 hours).
- H. The elevator can be entered downstairs in P102.

IV. Pews and altar rails are stationary and may not be moved for any reason.

V. Decorations

- A. Decorating may begin the day before the wedding **after 5:00 p.m.**
- B. All decorations must be free standing; they may not be attached to the walls. Garlands and bows attached to rails and pews are acceptable. (No tape, please.) **No decorations may be placed in windows, on the piano or on the organ.** No decoration should damage or mar any part of the building or its furnishings.
- C. Mechanical candles are required. Wax tapers are not allowed.
- D. Fresh flower petals may not be strewn on the floors inside the Chapel.
- E. Clean-up after the wedding
 - 1. All decorations and all trash are to be removed from the Chapel within **three hours after the wedding.**
 - 2. All personal belongings and trash **must be removed** from the classrooms, restrooms, etc.

VI. Opening/Closing

- A. Campus Security will unlock doors well in advance of the time for the rehearsal and the wedding. They lock the building after the rehearsal and 3 hours after the wedding to allow time for the florist to remove the decorations.
- B. **Decorators, musicians, etc., may schedule other times to view the Chapel with the Director of Event Services.**
- C. The Maintenance Department will have the building cleaned, cooled or heated as needed.

VII. No food or drink is allowed in Provine Chapel.

VIII. Use of tobacco, alcoholic beverages and/or drugs in Provine Chapel or anywhere on campus is strictly prohibited.

IX. Emergency

In the case of an emergency on the rehearsal night or the day of the wedding call **Campus Security at 925-3204**

X. Charges

A rental fee of \$800 will be charged **plus** \$100 sound fee and a \$100 deposit which is refundable if the building is left as you found it. **The entire \$1,000 fee is due at the time of reserving the Chapel.** Make the check payable to Mississippi College and mail to: **Office of Event Services, Mississippi College, Box 4077, Clinton, MS 39058.**

Date: _____

Signed: _____