



## **Mount St. Joseph University** **Mater Dei Chapel Wedding Information**

### **Overview:**

The Mount St. Joseph University's Mater Dei Chapel is available to rent for weddings as long as either the bride, the groom, or both are of the Catholic faith.

Interested individuals are required to submit their Wedding Request Form at least nine (9) months in advance to request their preferred date for both the rehearsal and the wedding. Completed Wedding Request Forms must be submitted via postal service or email to:

**Colleen McSwiggin**  
**Coordinator for Mission and Heritage**  
**Mount St. Joseph University**  
**5701 Delhi Road, Office: SET150**  
**Cincinnati, OH 45233**  
**Email: [colleen.mcswiggin@msj.edu](mailto:colleen.mcswiggin@msj.edu)**  
**Office Phone: 513-244-4214**

**The submission of a Wedding Request Form does not create a legally binding contract between the University and the individual(s) submitting it.** A legal binding rental agreement is not created unless and until:

- 1) the completed Wedding Request Form is received by the University and it confirms that the requested dates are available,
- 2) the Wedding Request Form is signed by the University, the bride, and the groom,
- 3) the University has received the required rental and damage deposits set forth in the terms and conditions of the Wedding Request Form, and
- 4) the University has provided a fully executed copy of the Wedding Request Form to the bride and groom.

Once the Wedding Request Form becomes a legally binding agreement, Colleen McSwiggin shall be the bride and groom's primary point of contact for all rehearsal and/or wedding matters.

**Rental Terms and Conditions:** The following terms and conditions shall apply to the rental of the Mount St. Joseph University (the "University") Mater Dei Chapel (the "Chapel").

**Mater Dei Chapel Capacity:** The Chapel can accommodate a maximum of 800 people.

**Rental Fees:** A rental fee of \$1250 (for individuals not affiliated with MSJ) or \$1000 (for individuals affiliated with MSJ – alumni; current students; faculty, staff, or board of trustees members or their children) plus a \$500 damage deposit is charged for the use of the Chapel for a rehearsal and/or wedding.



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Payment of a non-refundable deposit of \$750 (for individuals not affiliated with MSJ) or \$500 (for individuals affiliated with MSJ) and the \$500 refundable damage deposit are required to reserve the Chapel for a rehearsal and/or wedding. Payment is due at the time of signing of the rental agreement. The \$500 damage deposit may be returned after the rehearsal and/or wedding at the sole discretion of the University if the University property (Mater Dei Chapel and Wolverton and Clifford Rooms) are not damaged during the rehearsal and/or wedding and if the all rented locations are cleaned (i.e., all items are removed) and left in good condition after the rehearsal and/or wedding.

The final \$500 portion of the rental fee is due no later than **60 days** prior to the date of the rehearsal and/or wedding. If the final payment is not received in a timely manner (that is at least 60 days in advance of the rehearsal date), the University may terminate the rental agreement without notice to the bride and groom.

In the event of a cancellation by the bride or groom, the University will refund the damage deposit and the final payment, if received, to the party who submitted the payment. As noted above, the initial deposit of \$500/\$750 is non-refundable.

This rental fee includes:

- 1) Rental of Mater Dei Chapel for one and a half (1.5) hours for a rehearsal and set-up/decoration the day before the wedding,
- 2) Rental of Mater Dei Chapel, the Clifford Room (for the bride and bridesmaids), and the Wolverton Room (for the groom and groomsmen) for:
  - a. two (2) hours prior to the wedding for set-up/decoration and photography,
  - b. one and a half (1.5) hours for the wedding Mass/ceremony, and
  - c. two (2) hours after the wedding for tear-down/clean-up and photography, and
- 3) The services of a University wedding sacristan, who will be in attendance for the rehearsal and wedding. The sacristan assists with the set-up of the Chapel as related to the liturgical celebration. **They do not serve as a wedding planner or coordinator.** The sacristan shall not be assigned additional duties by the bride, groom, or others affiliated with the rehearsal and/or wedding. They are also not responsible for set-up or clean-up of the University areas.

**Permission from Pastor:** The pastor of the Catholic parish of the bride or groom must give permission for the individuals to be married in the Chapel. The pastor will be asked to submit his permission in writing on parish letterhead, stating the name of the individuals and date of the wedding and mail it to Colleen McSwiggin at the address above. This written permission from the pastor of the Catholic parish to which the bride or groom belongs must be received



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within thirty days of the reservation. The bride and groom understand that the University will not and cannot permit their rehearsal and/or wedding to proceed without receiving this written permission from her or his pastor at a Catholic parish and assume the risk that their failure to obtain this required letter may result in the University not permitting their rehearsal and/or wedding to proceed, and waive any and all claims, causes of action, and/or damages against the University for canceling their rehearsal and/or wedding, in the event that they fail to obtain this required permission.

**Priest or Deacon Responsibility:** The bride and groom are responsible for securing a Catholic priest or a Catholic deacon to officiate their wedding. The officiating priest or deacon must:

- obtain, complete, and submit all forms from the State of Ohio
- obtain and complete all forms for the Archdiocese of Cincinnati. The priest or deacon may himself mail or take the forms to Our Lady of Victory Parish, the canonical parish for the University, or leave the forms with the sacristan on the day of the wedding. The sacristan will deliver the forms to Our Lady of Victory Parish.

The priest or deacon must submit the “Priest’s or Deacon’s Acceptance of Responsibility Form” within 30 days of the signing of the wedding agreement. In the event that the priest or deacon scheduled to officiate at the wedding changes, the name of the replacement officiant must be communicated to Colleen McSwiggin as soon as the change occurs.

The name of the officiating priest or deacon should be provided to Colleen McSwiggin at the time the chapel reservation is completed. In the event that the priest or deacon scheduled to officiate at the wedding changes, the name of the replacement officiant must be communicated to Colleen McSwiggin as soon as the change occurs.

We do have vestments available in the Chapel for priests’ use, but we do not have deacon stoles available, so those will need to be brought by the deacons themselves. Priests are, of course, welcome to bring their own vestments, too.

**Rehearsal for the Wedding:** Rehearsals should last no more than one and a half hours; if the rehearsal goes longer, additional charges will be incurred. The sacristan will be present for the rehearsal. Last-minute requests for chairs, mic stands, etc., can be made to the sacristan at the rehearsal. However, last-minute requests will be accommodated by the University only to the extent possible. If you have questions or requests prior to the rehearsal, please contact Colleen McSwiggin via telephone at 513.244.4214 or by email at [colleen.mcswiggin@msj.edu](mailto:colleen.mcswiggin@msj.edu).

**Servers:** If the parties wish to have altar servers for their wedding ceremony, they will need to provide their own. Please also note that we do have albs available for servers in the chapel, but they will only fit people approximately 5’ high and taller.



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**Runners:** Runners may be used in the aisle of the Chapel but must be removed immediately after the wedding ceremony. The aisle in the Chapel is 78 feet long.

**Music/Media:** The piano in the chapel may be used for the wedding ceremony. The Chapel has both wired and wireless microphones that can be set up for the officiating priest or deacon and musicians. The location of microphone stands will be decided during the rehearsal. Cables will be taped down on the day of the wedding, based on the location determined during rehearsal, and cannot be moved once secured.

Slides, LCD screening, video, or other distractions from the primary liturgical purpose of the ceremony are not permitted. The use of a DJ is not permitted; it is not liturgically appropriate.

**Securing and paying for any musicians for the wedding is the sole responsibility of the bride and groom.** The University reserves the right to review any music selected for any wedding ceremony and to refuse to allow the parties to play or use any music that the University determines, in its sole discretion, to be liturgically unacceptable. All music selections should be submitted to [colleen.mcswiggin@msj.edu](mailto:colleen.mcswiggin@msj.edu) at least 30 days prior to the ceremony for review.

A "Wedding Set-up Form" will be sent to the bride and groom after the rental agreement is signed, so that they can indicate how many microphones, microphone stands, etc. will be needed for the ceremony, as well as whether a table will be needed for a Unity Candle, etc. This form will need to be returned at least 30 days before the wedding to ensure enough time for the equipment to be reserved from the University.

**Flowers, Candles, Confetti:** The parties and their florist will ordinarily have access to the Chapel anytime during the day of the wedding to begin set-up. Any restrictions to this access that might be necessitated due to conflicting schedules will be shared with the parties in advance. Flowers and candles may not be placed on the main altar. A suggestion for flowers is that one bouquet be placed in front of the main altar. Candles which are enclosed in glass globes and fitted to prevent the dripping of wax, other than the candles for the optional unity candle, may be used on a table placed near the main altar. Nothing that will damage the pews (tape, adhesive of any kind, wire, clips, etc.) may be used on the pews. Only ribbon without wire or yarn may be used. Any violation will result in a forfeit of the \$500 damage deposit. The bride and groom are solely responsible for the removal of all decorations after the wedding ceremony, including but not limited to runners, flowers, bows, candles, etc. No rice, birdseed, confetti, etc. is permitted to be thrown inside or outside of the Chapel.

**Photographs:** Pictures may be taken in the Chapel before, during, and after the wedding ceremony. The University Quad is also available for photos. All interior photography must be completed within two hours following the ceremony.



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**Parking:** Parking is available in the two-story parking garage at the corner of Neeb Road and Delhi Road and in the lot near the Seton Hall entrance (Neeb Road) to the University. Wedding vehicles and guests may not park in any spot that is marked reserved. Reserved/Handicapped parking is available in the lot located at the Seton Hall entrance. Requests for reserved/handicapped parking must be made on the “Wedding Set-Up Form” which needs to be returned no later than 30 days prior to the date of the wedding.

**Tobacco/Smoke Free Policy:** In the interest of the health, comfort, and safety of students, faculty, staff, and campus visitors, use of tobacco, tobacco products, and marijuana in all forms, including but not limited to cigarettes, cigars, chewing tobacco, hookah, e-cigarettes, and personal vaporizers, is prohibited on University property. This restriction includes, but is not limited to, the parking garage, parking lots, and personal vehicles being driven or parked on the University’s private property.

**Food and Drink:** No food or drink is permitted in the Chapel at any time. Any violation will result in a forfeit of the \$500 damage deposit. **Alcoholic beverages may not be brought onto University premises.** If desired, wedding parties may arrange for catering needs in the Clifford or Wolverton Rooms through AVI, the University’s food service, by calling 513-244-4633.