



UNIVERSITY MINISTRY

## **Chapel Usage Agreement for Weddings**

**University Chapel, Gonzaga University & St. Michael's Chapel at the Kennedy Apts.**

The primary purpose of the University Chapel and St. Michael's Chapel is to provide a reflective atmosphere for the prayer and spiritual activities of the Gonzaga community. However, in addition to this purpose, the chapel provides a unique setting in which to promote the University through other prayer, wedding, and ecumenical services. In light of this, the following guidelines have been developed to support the various uses of the Chapel, but still protect the room's primary function.

Normally, Catholics receive sacraments in their home parish. However, because of **your affiliation with Gonzaga University**, we understand that our worship space may have deep spiritual meaning for you and your fiancé.

### **To begin the process of planning a wedding at one of the University Chapels:**

1. Please contact Kathy Yates, the Marriage Pastoral Associate for St. Aloysius Parish at (509) 313-7002, who will explain diocesan requirements and University procedures.
2. Kathy will send out a preliminary packet of information and work with Mission and Ministry regarding availability. She attains final approval of usage from the VP or Director of Mission and Ministry.
3. Priority is given to University activities, including but not limited to masses, reconciliation, and other liturgical services.
4. No food or drink is allowed within the chapel space and nothing is to be moved except under the close supervision of the assigned Wedding Coordinator.

Please circle which Chapel you wish to use: University Chapel

St. Michael's Chapel

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I have read the terms and conditions on this Usage Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Class of: \_\_\_\_\_ Telephone: \_\_\_\_\_

Affiliation: Student \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Trustee/Regent \_\_\_\_\_ Alumnus \_\_\_\_\_ Other \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Class of: \_\_\_\_\_ Telephone: \_\_\_\_\_

Affiliation: Student \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Trustee/Regent \_\_\_\_\_ Alumnus \_\_\_\_\_ Other \_\_\_\_\_

Date/Time of Wedding: \_\_\_\_\_

Priest: \_\_\_\_\_ Diocese/Religious Order: \_\_\_\_\_

Contact #: \_\_\_\_\_

Expected # of Guests: \_\_\_\_\_

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To be filled out by the University Ministry office.

Approved / Declined by: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT YOUR REQUEST BY ***ONE*** OF THE FOLLOWING WAYS:

Mail: St. Aloysius Church  
Attn: Kathy Yates  
330 E. Boone Ave.  
Spokane, WA 99202

Fax: (509) 313-5892