

WEDDING RESERVATION REQUEST

The Samuel J. Cadden Chapel welcomes all members of the Clemson University community for prayer and other expressions of faith during published open hours. The chapel can also be reserved for faith-based and cultural activities that include organizational gatherings, services, special events, recitals, and ensemble or acoustic performances. Additionally, the chapel is available for weddings, funerals, and memorial services.

The Department of Campus Reservations and Events (CRE) strives to create an environment that enhances the quality of life on our campus. Campus Reservations and Events venues serve as important gathering places for students, faculty, staff, and visitors. We are proud to employ Clemson University students to manage events and provide excellent service for our guests and we look forward to serving you!

RESERVATION PROCEDURE

Submitting a Wedding Reservation Request Form

Completing a reservation request form begins your event review process with our staff. Once we have received all the necessary information from you, we will determine if we can accommodate your wedding.

- Incomplete reservation request forms **will not be processed** and will be returned via email to the email listed on the form.
- Reservation requests are accepted up to one year in advance.
- Reservations are unavailable during home football game weekends or when the University is closed. Home football games, including the Spring Game, preclude weddings due to various logistical challenges. We cannot confirm reservations for weddings during the football season until the schedule has been released.
- You are strongly encouraged to place your reservation several months in advance to avoid conflicts with previously requested events.
- The wedding date is reserved first come, first served by the deposit payment order.

You May Submit a Request:

1. Through our online Wedding Reservation Request Form.
2. Emailing your completed Wedding Reservation Request Form to reserve@clemson.edu.
3. Visiting the CRE Hub in the Hendrix Student Center on the second floor during regular business hours. You will submit your signed and fully completed Wedding Reservation Request Form to the desk staff at the Hub. Call 864-656-4636 if you have any questions.

Contract and Deposit

After your reservation form has been reviewed, a pre-event coordinator will reach out to you with the next steps for submitting the 50% deposit (via check or credit card) and any questions we may have per the reservation form. The pre-event coordinator will confirm receipt of your deposit and finalize your reservation by email. Once the reservation is confirmed, this reservation will be considered a binding agreement.

Wedding requests during the football season will be processed on a first-come, first-served basis in submission of their reservation request after the schedule has been released. A pre-event coordinator will provide the best options for requested wedding dates. Once emailed, clients will have three business days to submit their 50% deposit. If the deposit is not received within three days, we will allow another client to submit a deposit for this same date. The first client to submit their deposit will have their choice of date.

Postponement and Cancellation

If a postponement for the wedding is received 90 days before the original wedding date, we will make every effort to reschedule your wedding within one year of the original wedding date. CRE will honor one postponement.

Should the wedding party want to cancel the reservation, the pre-event coordinator must be notified.

CRE reserves the right to deny a request or cancel a reservation if there is a facility, health, or safety issue. CRE reserves the right to make necessary changes in room/area locations, as needed, to accommodate the University's needs. Every effort will be made to give ample notice of any changes, and we will provide an alternate date or refund your deposits.

Fees

- The wedding package price is \$1800 through June 30, 2025. The price for weddings after June 30 is to be determined.
- The piano in the assembly room may be reserved for \$100. The piano cannot be moved.
- If applicable, extra fees during planning may be required to secure inventory from third party vendors, event partners or other services such as parking, transit, labor, or rentals.

Payment Schedule

- A 50% non-refundable deposit is required to confirm a reservation.
- The remaining balance is due 15 business days before your wedding.
- Any reservation made within 60 days of the wedding date must pay 100% of the wedding package price to confirm their reservation. 50% of the CRE Fees will be refundable if cancelled.
- Some services may require post-event invoicing, such as labor, cleaning, repairs/damages, or vendors. Invoice payments will be due within 15 days of the invoice date. If you disagree with any information outlined on your invoice, you must respond to reserve@clemsun.edu within three days from the invoice email. Changes to the invoice after this time may not be honored.
- All cancellations must be received 15 days before your wedding date to receive a 50% refund of CRE Fees.

*Failure to pay any remaining balance according to the payment schedule may result in cancellation of the wedding ceremony and rehearsal at the discretion of CRE. By submitting this request, you agree to the cancellation policy and payment schedule listed above.

RENTAL DETAILS

Facility

Two-hour maximum for rehearsal the evening before wedding date or the best date available.

Five-hour maximum for usage of all indoor spaces for the day of the wedding.

- Clients may use any of the reservation times for decorating at their discretion. All items left overnight are left at your own risk.
- Multi-purpose rooms on the lower level can be utilized as dressing rooms and waiting areas. The chapel does not provide rooms for hair and makeup.
- Items available for use include floor-length mirrors, adjustable costumer/wreath stands, tables, chairs, podium, projector/TVs, microphones, and sound.

Pre-Event Coordinator

A pre-event coordinator from CRE will be assigned to your wedding. The pre-event coordinator helps coordinate parking, transit services, facility tour, payments, standard building cleaning, layouts, inventory needs, and guidance for the facility use policy. The pre-event coordinator **does not** serve as the wedding day coordinator.

Basic Building Staffing During the Event

An event coordinator and building staff will be present during the event to assist with any audio/visual or facility needs.

CLIENT RESPONSIBILITIES

Wedding Day Coordinator

All clients **must** provide a wedding day coordinator 15 days before their wedding. The wedding day coordinator assists with organizing your wedding day, including communicating with vendors, managing timelines, and directing the rehearsal and ceremony.

Guest Code of Conduct

The person who signs the form assumes responsibility for the actions of the vendors and the guests attending the wedding. The group representative accepts responsibility for ensuring that all University and facility rules and regulations are followed. A spirit of camaraderie for our Clemson Family and respect for all people is expected in our facilities as we strive to create a diverse and vibrant learning environment.

Post Wedding Cleanup

The venue must be left in its original condition before the rehearsal and ceremony. All flowers and petals, decorations, refreshments, supplies for getting ready, etc., must be removed within the 5-hour window for the day of the ceremony.

Certificate of Insurance

A certificate of insurance is required 15 days before the wedding. This insurance will cover all wedding guests and vendors, such as photographers, videographers, florists, and DJs. Please provide your pre-event coordinator with a copy of your certificate of liability insurance. Certificates can be purchased through TULIP with Gallagher by visiting clemsun.edu/administration/risk/insurance/tulip

For a quick quote and purchasing utilizing the link above, select “Quick Quote” on the website and fill in the following information:

- Under “location,” select Clemson University
- You will need coverage for your rehearsal and ceremony. Follow instructions for average daily attendance accordingly.
- Event Type is weddings and wedding receptions.
- Select if you would like extra coverage (additional \$1,000,000, \$3,000,000, or \$5,000,000).
 - For Vendors, Exhibitors or Performers who plan to be onsite for the duration of your event, if they do not have their own certificate of liability insurance, you will need to provide coverage for them. You can do this by adding them as exhibitors.
- Once all the information is filled out, you can complete your purchase.

Parking and Transit Request

Parking Services are an additional fee based on the estimated number of vehicles attending the wedding. The pre-event coordinator will request parking services on your behalf. Final vehicle counts will be due 30 days before your wedding date.

Vendors and the wedding party may drive to the chapel doors using the fire lane. Please remember that this is a fire lane, and vehicles must relocate to a parking lot once items have been unloaded/loaded.

Transit is an additional fee with drop-offs at either the Academic Success Center or the Watt Center roundabouts. Transit request is required 30 days before your wedding date.

To view the University parking map please visit:

media.clemson.edu/parking-transportation/multimedia/campus-parking-transit-map.pdf

Alcohol Service Request

Request for alcohol requires a separate form and approval process. Please see the Facility Use Policy to access the Request for Alcohol Form ([Appendix D](#)). This form is due 30 days before the wedding date.

Drone Request

The Office of Emergency Management must approve the use of Unmanned Aerial Vehicles (UAV). A certificate of insurance and approval from the Office of Emergency Management must be sent to the pre-event coordinator 15 days before the event. Learn more about the drone policy [online](#).

Signage Request

All outdoor signage, A-Frames or Yard Signs must be sent to the pre-event coordinator for approval 15 days before your wedding date. Signs must not block walkways and should not damage underground utility lines. All signs must be picked up on the day of the wedding.

Use Guidelines

Facility Use Policy

Weddings must use any space in accordance with the Facility Use Policy that can be found at:

clemson.edu/studentaffairs/services/cre/facility-use-policy.

CRE reserves the right to enforce the Facility Use Policy, collect damage fees, or ask a group without a reservation to leave the facility.

- The following items are prohibited inside the facility unless written authorization is provided: outside food and beverages for events, alcohol, glass containers, coolers, illegal drugs, fireworks, explosives, aerosol cans, glitter, helium and/or latex balloons, anything with an adhesive back, confetti.
- Open flame candles are limited to the platform and must be approved by the pre-event coordinator to meet specific facility requirements.
 - Battery candles may be used throughout the facility.
- Food and beverage are only allowed in the lower level.
- No doorway or emergency exit may be blocked for any reason.
- No animals are allowed inside the venue except for service animals permitted through the Americans with Disabilities Act.
- Clemson University is a TOBACCO-FREE campus.
- Please note that CRE spaces are monitored by video surveillance.

Decorations

While we allow outside furniture and decorations to be brought into the Chapel, it must be approved by CRE to ensure the integrity of the venue and minimize potential damages to the floor, walls, fixed seating, etc. Only free-standing decorations or table decorations are allowed. Hanging or taping materials from ceilings, posts, or walls is prohibited. Adhesives and other products that may damage pews are prohibited. Suction cups may be used on glass windows and doors. To protect the platform floor, all items placed on the platform must have a protective bottom, such as felt or a rug. Any items left at the facility must have advance approval from the pre-event coordinator. All props or décor must be removed from the area by the end of the reservation time.

Wedding Reservation Form
Samuel J. Cadden Chapel

Customer Information

*Indicates Required Fields

*Wedding Name: _____

*Top 3 Wedding Dates Listed in Order of Preference MM/DD/YY: _____

*Ceremony Start Time: _____ (AM/PM) *Earliest Access Time: _____ (AM/PM)

*Ceremony End Time: _____ (AM/PM) *Latest Access Time: _____ (AM/PM)

*Rehearsal Date MM/DD/YY: _____

*Rehearsal Start Time: _____ (AM/PM) *Earliest Access Time: _____ (AM/PM)

*Rehearsal End Time: _____ (AM/PM) *Latest Access Time: _____ (AM/PM)

*Reservation Contact Name: _____

*Phone/Cell _____ *Email _____

*Day-Of Wedding Coordinator's Name: _____

*Phone/Cell _____ *Email _____

*Financially Responsible Party Name (if different from Reservation Contact): _____

Phone/Cell: _____ Email: _____

*Billing Address: _____

City: _____ State: _____ Zip: _____

Email list of each person(s) who should be included in any correspondence related to this event:

While we are happy to copy others in emails, please note that the event contact listed on this form will be the only designee for providing information and plans to our staff.

*Estimated Attendance: _____

The maximum occupancy of the Chapel's main level is 160.

140 in pews (seats 120 comfortably), 19 on platform (most setups max out at 15), and a staff member working the event.

Reception Location: _____

Reception Start Time: _____

Vendors

Officiant: _____ Email: _____ Phone: _____

Florist: _____ Email: _____ Phone: _____

Photographer: _____ Email: _____ Phone: _____

Videographer: _____ Email: _____ Phone: _____

Music: _____ Email: _____ Phone: _____

Other: _____ Email: _____ Phone: _____

Other: _____ Email: _____ Phone: _____

Furniture and Audio/Visual Request

*Please check all that apply:

| Qty | Furniture | Max Available |
|-----|---|---------------|
| | 6' Tables | 10 |
| | 8' Tables | 2 |
| | Console Tables | 2 |
| | Cocktail Tables | 4 |
| | Chairs | 40 |
| | Podium | 1 |
| | Pipe and Drape | 7 Sections |
| | Floor Length Mirrors | 2 |
| | Adjustable Stands (Costumer or Wreath) | 4 |
| | Black Metal Easels | 2 |

| Qty | Audio / Visual |
|-----|--|
| | Assembly Projector (Main Level) |
| | Assembly Sound Input (HDMI/Phone/Laptop) |
| | Assembly Wireless Microphones (Over-the-ear, lavalier, handheld) - 2 Available |
| | Assembly Wired Microphones – 4 Available |
| | Piano (\$100) |
| | Gallery Room Televisions (Lower Level) |

EVENT SUMMARY

Will you have any special props and/or decorations for the event? YES ___ NO ___

If yes, please describe

Will you request deliveries to be sent to the facility before or during the event? YES ___ NO ___

May Campus Reservations and Events include your event on CRE digital media outlet? YES ___ NO ___

Do you and/or your wedding party plan to utilize the Chapel's lower level waiting area? YES ___ NO ___

Please note the only restrooms in the Chapel are located on the Gallery level. If you plan to keep any items in the lower level of the chapel, you and/or your wedding party would need to keep the restroom area clear at least 1 hour prior to your ceremony start time. To protect you and your wedding party's privacy, please be aware that there is a camera located on the lower level.

Please check all that apply to your event:

Event Catering/Food/Beverage (Clemson Catering)

Alcohol

Open Flames

Live Musicians

DJ

Transit

Drone or UAV

Yard or A-Frame Sign

Responsible Party Agreement

I certify that I reviewed the Wedding Reservation Request and agree to comply with the guidelines, as well as those of Clemson University's Facility Use Policy (<http://www.clemson.edu/studentaffairs/services/cre/facility-use-policy>).

I understand that in signing this I assume responsibility for my wedding attendees while using the facility and I further certify that I am authorized to obligate the Financial Responsible Party Name to any financial costs for this event.

Signature

Print Name

Date