

Millsaps College
Shelby & Richard McRae Christian Center
Yates Chapel



Wedding – Commitment Ceremony
Information and Guidelines
An addendum to the
Facilities and Services Agreement

Welcome to Millsaps College!

We are excited that you are considering Yates Chapel as your wedding/commitment ceremony venue. Built as part of the renovation of the Selby & Richard M^cRae Christian Center, Yates Chapel is the spiritual and reflective space for faith traditions at Millsaps College.

Millsaps College has a specific mission as an institution, a mission defined as follows: “Millsaps College is dedicated to academic excellence, open inquiry and free expression, the exploration of faith to inform vocation, and the innovative shaping of the social, economic and cultural progress of our region.”

With this as our mission, we stand ready to support your special day.

Scheduling a Wedding/Commitment Ceremony

The process of scheduling your wedding/commitment ceremony (hereafter “ceremony”) begins with outreach to our Office of Conference Services (601-974-1040 or eventscheduling@millsaps.edu). We will need to know some basic details about your wedding date (size of the wedding party, estimated number of guests, officiant, outline of service and/or liturgy, music, audio/visual needs, whether or not a reception will be held on campus, etc.). Once we have some basic information, we will be able to review your request with the Office of the Chaplain, which provides final approval on all events in Yates Chapel.

Basic Cost Information

The cost to rent Yates Chapel for a ceremony is \$1,500. This fee reserves the space for a total of six hours, which includes a 90-minute rehearsal window the day before the ceremony. If the bride or groom is a graduate of Millsaps, has an immediate family member who is a graduate of Millsaps, or is a current or past trustee of Millsaps, the cost is \$800. The fee covers the following:

- Rental of Yates Chapel
- Use of the piano in Yates Chapel
- Site coordinator from the College
- Dressing room(s)
- Cleaning and facilities support
- Security
- Audio/visual technician (available if needed at an extra cost)

Chapel Set-Up

Equipment and chairs in Yates Chapel may only be moved as scheduled through the Office of Conference Services. The standard set-up for 200 or fewer attendees (see exhibit A) has the lectern centered on the east wall. The standard set-up for no more than 300 attendees (see exhibit B) has the lectern placed in the center of Yates Chapel. We are unable to deviate from these arrangements.

Officiant

The officiant must meet the statutory requirements of the state of Mississippi. It is the responsibility of the wedding party to secure the officiant and provide the Office of the Chaplain with the officiant's name, title and contact information. The officiant must be approved by the Office of the Chaplain.

The officiant must honor usage guidelines for Yates Chapel and provide the Office of the Chaplain an outline of the service they intend to use at least 7 days prior to the service. The Dean of the Chapel is ultimately responsible for determining the appropriateness of all arrangements and details of the wedding.

Access to the Chapel

The chapel is available three (3) hours before your wedding. If your florist or photographer needs access to the building at other times, arrangements may be made with the Office of Conference Services. Activities in the Chapel, including the removal of all decorations, must be completed within the total amount of allotted time of 4 hours and 30 minutes.

Flowers

Flowers must be coordinated in advance through the Office of Conference Services. The florist (an approved florist list will be provided) must be in consultation with the site coordinator regarding delivery, placement and removal of arrangements. A representative of the wedding party must be at Yates Chapel to receive the florist. Assembly of arrangements must be made prior to arriving on site.

Candles

Candles may be used for your ceremony. Candles must be in candle holders, have a protective covering underneath, and must be extinguished immediately following the ceremony.

Decorations

Decorations may be used in the Chapel, but must not cause damage nor leave residue on any surface. No decorations may be attached directly to the walls nor windows. All decorations must be removed from the Chapel and campus immediately following your wedding by your designees. Clean-up/disposal fees will be charged for items not removed by the wedding designees.

Dressings Rooms

Reservation includes Room 136 in the McRae Christian Center for the bridal party and Room 002 for the groom's party. All items must be removed from these spaces within the allotted time mentioned above.

Smoking and Alcohol

The campus of Millsaps College is a smoke-free environment. Smoking is not permitted in any building or in any outside area on campus.

Please be advised that no alcohol is allowed in Yates Chapel, with the exception of sacramental wine. Please see that all members of your wedding party are aware of and abide by this policy. We reserve the right to remove from campus anyone who is visibly intoxicated.

Other

No animals are allowed in the M^cRae Christian Center, with the exception of service animals (and a license/permit must accompany the service animal).

Reception Space

Room 120 in the M^cRae Christian Center may be reserved for receptions. The cost of reserving this space is not included in the previous fees for the rental of Yates Chapel. The base rental cost of this space is \$400.

Receptions serving alcohol require additional security and will incur an up-charge per person for the event.

A representative of the ceremony must be onsite to greet the vendor(s) for a reception from the time set-up begins until all vendor equipment is removed. All times for set-up must be coordinated with the Office of Conference Services. Any vendor(s) hired for a reception must be approved by the Office of Conference Services, and be licensed, bonded and carry proof of insurance.

Actual Reception should not last over two (2) hours. Additional hours for space rental will be billed for events not concluding at the appropriate time.

Layout of room:

1361 sq ft

Maximum 70 people for sit down arrangement

Maximum 200 people for cocktail style reception

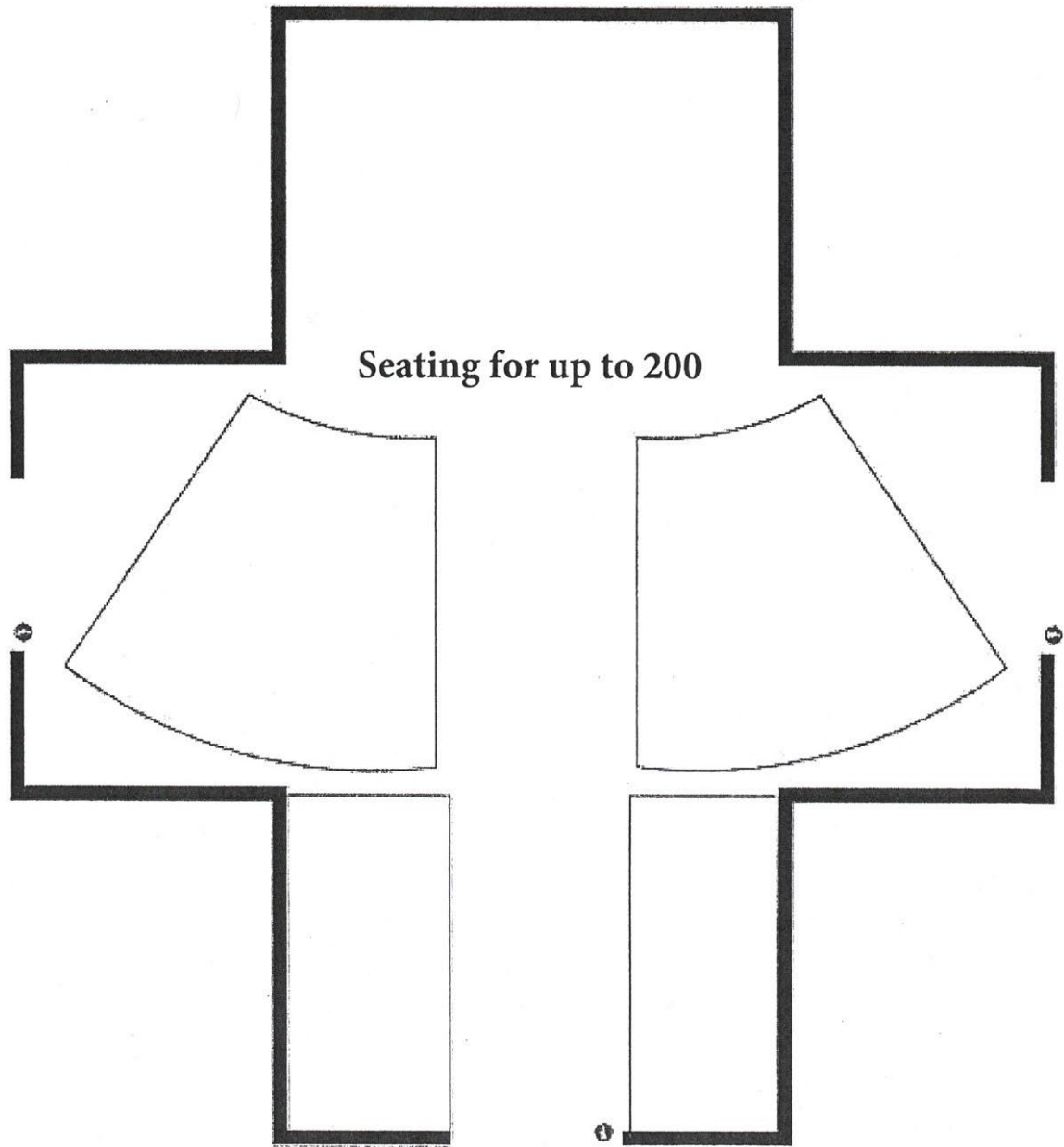
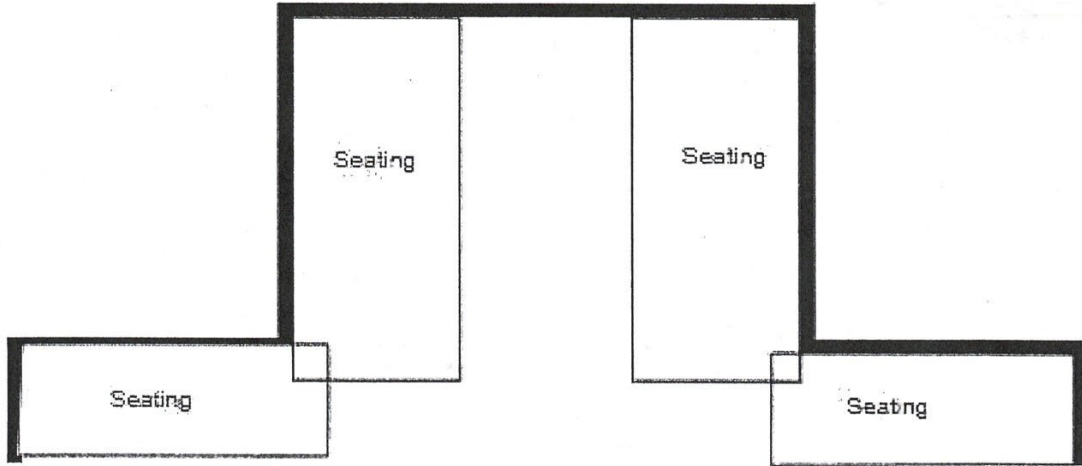


Exhibit A



Seating up to 300

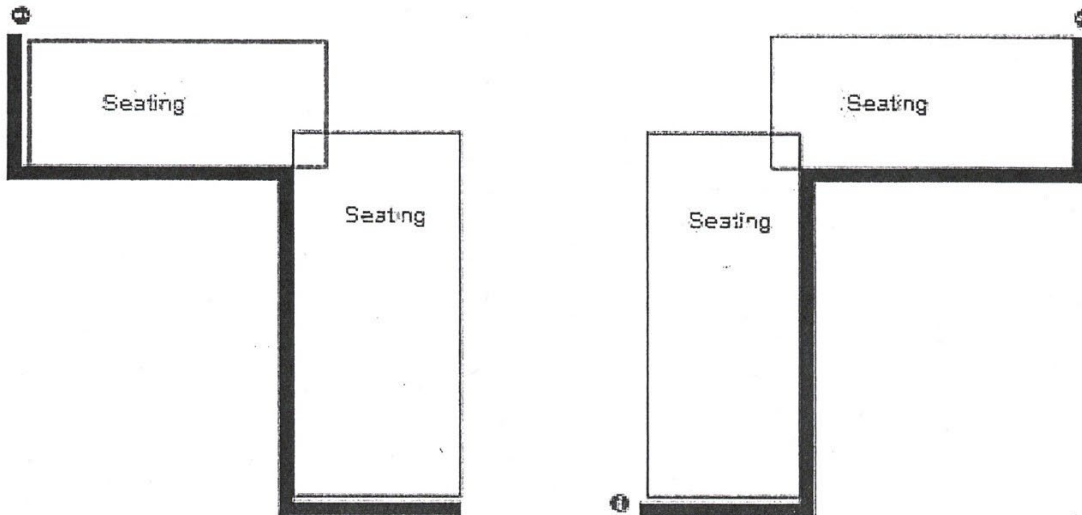


Exhibit B

Yates Chapel
Wedding/Commitment Ceremony
Reservation Application

Date of Wedding _____ Time _____ Estimated # of Guests _____

Entry Time (including set-up) _____ Exit Time (including breakdown) _____

Date of Rehearsal _____ Time _____

Type of Ceremony _____ Religious _____ Civil _____

Millsaps Affiliation _____

Bride/Partner's Name _____

Email _____ Cell Phone _____

Groom/Partner's Name _____ Email _____

_____ Cell Phone _____

Ceremony Planner/Contact _____

Email _____ Cell Phone _____

Officiant Name/Credentials _____

Email _____ Phone _____

Musician(s) _____

AV/Media Services needed if any: _____

By applying for use of Yates Chapel at Millsaps College for this wedding/commitment ceremony, I have read and agree to the Yates Chapel-Millsaps College policies and guidelines that have been provided. I understand my reservation is not confirmed until this signed form has been received by Millsaps College, along with payment of the \$500.00 non-refundable deposit, and approval has been given by the Office of the Chaplain. I realize that in addition to this form, I will have wedding details and a final contract to complete. I will make total payment for my reservation no later than four weeks prior to the date of the wedding.

Signature _____ Date _____

Return this form to:

Office of Conference Services, Millsaps College,

Box 151098, 1701 North State Street, Jackson, MS 39210; or email eventscheduling@millsaps.edu