

**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<sup>c</sup>Rae 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](mailto: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 75-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 \$900. 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; if using external, rented chairs, this incurs a Facility Labor Cost of \$150.

## **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. This information must be provided at the time of reservation.

The officiant must honor usage guidelines for Yates Chapel and provide the Office of the Chaplain a copy of the service they intend to use no less than 30 days prior to the ceremony. As with any service in Yates Chapel, the Office of the Chaplain is ultimately responsible for determining the appropriateness of all arrangements and details of the ceremony.

## **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 site coordinator. The florist must be in consultation with the site coordinator regarding delivery, placement and removal of arrangements. All arrangements should be as fully assembled as possible prior to delivery to Yates Chapel. A representative of the ceremony party must be at Yates Chapel to receive the florist.

## **Candles**

Candles may be used in 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 decoration 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.

## **Dressing Room(s)**

Reservation includes Room CC 131 in the M<sup>c</sup>Rae Christian Center for the bridal party and Room CC 002 for the groom's party. All items must be removed from these spaces within the allotted time mentioned above.

## **Wells Hall Reception Space**

Wells Hall (Room CC 120) in the M<sup>c</sup>Rae Christian Center may be reserved for receptions. The cost of reserving this space is not included in the previously mentioned fee 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 seated arrangement

Maximum 200 people for cocktail style reception

## **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.

No alcohol is allowed in Yates Chapel with the exception of sacramental wine. All members of the ceremony party and guests should be aware of and abide by this policy. Millsaps College reserves the right to remove from campus any individual who is seen consuming alcohol in Yates Chapel or who is visibly intoxicated.

## **Other**

No animals are allowed in the M<sup>c</sup>Rae Christian Center, with the exception of service animals (and a license/permit must accompany the service animal).

**Yates Chapel**  
**Wedding/Commitment Ceremony Reservation Details and Agreement**

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) \_\_\_\_\_

Event Space Usage \_\_\_\_\_ Yes \_\_\_\_\_ No

By requesting use of the Yates Chapel at Millsaps College for this wedding/commitment ceremony, I have read and agree to the policies and guidelines of the Chapel that have been provided. Failure to comply will result in a fine commensurate with the offense. I understand my reservation is not confirmed until it has been approved by the Office of the Chaplain and I have paid the \$500.00 non-refundable deposit and signed and returned this form. 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](mailto:eventscheduling@millsaps.edu)