

REID CHAPEL FACILITY USE POLICY

QUALIFICATION FOR USE:

Samford University opens Reid Chapel for weddings to those with one or more of the following "Samford Connections":

- ❖ Samford University graduates
- ❖ Students currently enrolled at Samford with at least 8 hours
- ❖ Samford University employees actively employed at time of booking and ceremony

This policy applies **ONLY** to the Bride, Groom, or parents of the Bride or Groom.

This policy does not apply to siblings, grandparents, other relatives, etc. of the Bride or Groom or parents who may be a Samford graduate, currently enrolled student, or an employee.

COST:

The cost to rent Reid Chapel for a wedding is \$1,300 rental fee; plus the wedding director's fee of \$350.00. You are required to use our wedding director. If all policies and procedures in the wedding agreement are followed, there is a \$300 refund following the wedding.

The Wedding Director's time includes:

- 1 Hour Mandatory meeting within the 2 month assigned date
- 1 Hour Rehearsal at Reid Chapel
- Day of Direction services

Additional time requested outside of these three events is subject to a per hour meeting charge.

The University schedules one wedding per week-end. This gives you use of Reid Chapel all day/night for the wedding and one hour the night before for the rehearsal.

In order to book a ceremony in the chapel, you will need to make an appointment with the wedding coordinator to turn in the application. Once the application is received, you have up to two weeks from that time to submit the \$1,300 to successfully book Reid Chapel. If it is not received, the date will become available for the next person interested.

If you qualify to use Reid Chapel for your wedding and would like to learn more about current availability, please contact Erin Hunter, Wedding Coordinator, at weddings@samford.edu.

Note: Weddings are not scheduled in the A. Gerow Hodges Chapel in the Beeson Divinity School.