



High Point University  
David Hayworth Chapel and  
Fellowship Hall  
Addendum to Facilities Usage Agreement

**Thank you for booking the Chapel, Chapel Garden and Fellowship Hall.**

**Your direct contact for the logistics of your event is the Coordinator of Chapel Programs, Shannon LeFever.**

**Coordinator of Chapel Programs:** Shannon LeFever  
336-841-9132  
Email: slefever@highpoint.edu

**Dean of the Chapel:** Dr. Hal Warlick  
336-841-9241  
Email: hwarlic@highpoint.edu

### **Facilities Available**

The Charles E. Hayworth Sr. Memorial Chapel and its garden are made available for weddings only to persons who have a connection with the University community. Current full time students, graduates, faculty and staff may reserve the Chapel for themselves or for their children, when either the bride or groom is the child. Before the Chapel is officially reserved, **the individual connected with the University must complete and sign a facilities reservation form.** It is important to remember that the person who signs the facilities form will be held responsible if any damage takes place to the Chapel or its grounds.

### **For Weddings**

The Sanctuary seats approximately 280 persons and the Chapel Garden will accommodate 125 rental chairs for a wedding. The mailing address for the Chapel is Charles E. Hayworth Sr. Memorial Chapel, High Point University, 833 Montlieu Avenue, High Point, North Carolina 27262.

## **Rehearsal Dinners**

High Point University does not host rehearsal dinners on campus.

## **For Receptions**

High Point University does not host receptions on campus.

## **Minister**

As soon as the date is confirmed on the Chapel calendar and with the officiating minister, the bride and groom are asked to consult with him/her regarding a pre-marital conference (or conferences) prior to the wedding. **The minister must be an ordained minister.**

If the Minister or Ministers are expected to attend any of the social functions associated with the wedding, invitations should be extended well in advance of the date.

The Dean of the Chapel will send a letter of invitation to the officiating minister, granting him/her permission to use the Chapel on a one-time basis. **Be sure to state the full name and address of the officiating minister on the facilities use form.**

## **Music**

As soon as the date for the wedding is cleared with the Chapel calendar, the Organist should be notified.

Music, as used in the services of the Church, is an expression of Worship--- Wedding music should be no exception to this rule. All such music, both instrumental and vocal, should be appropriate for one of the most important religious rites administered by the Church.

**Vocal Music:** Many brides prefer no vocal music---others may choose one, two or even three selections. These should be chosen with the religious nature of the wedding in mind. Placement of vocal music in the wedding ceremony will depend upon the number of selections used and their text. If the bride wishes vocal music and knows no soloist personally, the Organist will be able to recommend suitable soloists.

**NO amplified music or pre-recorded music is allowed in the Chapel or the Chapel Garden.**

**Organist:** The Charles E. Hayworth Sr. Memorial Chapel has a beautiful pipe organ which was installed in 1990. Capable organists are ready to assist you with your needs.

A list of approved organists is available. These professional organists are listed in alphabetical order with information provided as to their credentials, work experience, fees, and services. You should contact the organist and secure a commitment to play for your wedding. The organist is the control person for your music. The listed organists are the only people approved to play the organ for a wedding.

If you choose to use the piano in the Chapel, you may use the pianist of your choice.

### **Photographs and Recording**

Picture taking with flash cameras or lighted video recorders will NOT BE ALLOWED during the progress of the sacred wedding ceremony, beginning when the mothers are seated. Photographs may be made in the narthex of the Sanctuary or the Chapel Garden before or after the ceremony and the wedding party may return to the altar or the garden after the ceremony for as many pictures as they wish. Photographs with time exposures may be taken during the ceremony. We reserve the right to restrict any photographer who does not abide by the above policy.

Any recording or tapes of the ceremony are the responsibility of the bride. An electrical outlet has been provided on the left (facing altar) balcony's front aisle wall for video cameras. No video recordings are to be made from any other location during the ceremony. When using the Chapel Garden a person videoing the ceremony should remain stationary.

### **Wedding Director**

Your rehearsal and wedding, whether in the chapel or the garden, must have an approved director. The director should make certain that the florist, photographer, caterer and other involved professionals are familiar with this booklet. The wedding director must not be a member of the wedding party or the mother of the bride or groom. The Coordinator of Chapel Programs can assist you in obtaining a director.

### **Things to be Considered**

Parking is available in the Parking Lot behind the Chapel and in the West Gate circle in front of the Chapel. **No vehicles are permitted on the lawn or sidewalks surrounding the chapel buildings.**

### **Decorations**

Within the Chapel building **there are to be no candles or other open flame**, except the candles on the Altar and/or a unity candle, which may be lit for weddings. The altar candles are to remain in place and **all** candles **must** be extinguished following the taking of photographs. Any plan to use candles during an outside wedding in the Chapel

Garden must be approved 30 days prior to the wedding by the office of the Dean of the Chapel.

Any additional decoration used such as additional greenery must be placed in the Altar area. No decorations are permitted in the Pulpit. Furniture may not be removed. The piano, if not being used, may be closed and carefully moved to the far side so as not to damage the wall or piano.

No tacks, nails, tape, or glue may be used to fasten any decoration to the furniture or building inside the Chapel or to the arbor or walls of the Chapel Garden. A soft ribbon may be used.

The furniture and floor must be fully protected at all times from moisture and the floor of the Garden must be protected from candle wax at all times. The Florist and the wedding party will be held responsible for any damage done to the Chapel building and furniture and/or the Chapel Garden and its surroundings.

Florists and caterers must remove all non-University property immediately following the wedding and reception. The University will not be responsible for equipment, materials, and personal possessions left in the Chapel. All chairs and tables rented for use in the Chapel Garden must be removed within two hours of the completion of the ceremony. Consequently, arrangements must be made for storage of such items. The University is not responsible for storing such items unless prior arrangements have been made. Such arrangements may involve an additional storage fee.

### **Scheduling**

The University does not schedule more than one wedding on the same day. The Chapel is obligated to guarantee all of its facilities to each bride at least 1 hour and a half before the ceremony. Each bride will be allotted **six hours** on the day of the wedding for the use of the facilities.

Weddings are not scheduled during spring or fall break, on New Year's Day, Easter Weekend, Memorial Day, Independence Day (weekend), Orientation Weekend, Alumni and Family Weekend, Thanksgiving Day and Weekend, Christmas Week, Graduation Weekend, Weekends during final exams, Admissions Weekends and Weekends of other campus wide events.

### **Other Regulations**

**Alcohol:** Members of the wedding party are strictly enjoined that under no circumstances must any of them come to the rehearsal or the wedding under the influence of alcohol. The Dean of the Chapel has complete authority to cancel a wedding at the last moment for any deviation from this rule. Remember that the rehearsal and the wedding are religious ceremonies. Unlike most church settings, High Point University is a public place with security officers. Alcohol violations are subject to arrest. Avoid embarrassment. **Alcohol is not permitted during the ceremony (i.e. wine).**

**Rice:** NO RICE MAY BE THROWN IN THE CHAPEL OR ON THE GROUNDS. We prefer that birdseed be used outside the building for ecological reasons. No flowers (silk petals dropped by the flower girl are permitted) or other objects are to be thrown inside the Chapel.

**Smoking:** SMOKING IS NOT PERMITTED IN ANY AREA OF THE CHAPEL BUILDING.