**WEDDING RESERVATION INFORMATION**

Direct Questions: The Chaplain's Office / Dialogue Center

 661 Taylor Street #41

 Lehigh University

 Bethlehem, PA 18015

 Hours: 8:00 a.m. - 4:30 p.m. Monday – Friday

 (610) 758-3877

 Email: sum5@lehigh.edu

**WHO MAY APPLY TO BE MARRIED IN PACKER MEMORIAL CHURCH:**

1. Lehigh students, alumni, faculty, and staff plus their immediate families.

 (Immediate family is mother, father, brother, sister, grandparent)

2. Couples requesting the services of the University Chaplain, Rev. Dr. Lloyd H. Steffen.

 (Must be approved according to University guidelines)

3. Couples wishing to be married Catholic by the Newman Center Chaplain.

 (Only a bride and/or groom who is a graduate or current full time student of Lehigh is eligible for a Catholic wedding. Children of faculty/staff are not eligible unless they are graduates of Lehigh. Faculty and staff who wish to marry here must be currently employed at Lehigh for a Catholic wedding.)

**WHERE TO APPLY:**

1. Packer Memorial Church reservations ***can only*** be made through the Office of the University Chaplain,

Dialogue Center #41, 661 Taylor Street, Lehigh University, Bethlehem, PA 18015

**APPLICATION FOR RESERVATION:**

1. **Process:**

Application should be made on the enclosed reservation form and returned to the Chaplain’s Office. Completed application forms must be returned to the office***within three weeks*** to hold the reservation date. You will receive a confirmation of your wedding date and times approximately 6 weeks before your rehearsal/wedding to allow for any last minute changes that may occur.

1. **Amount of time reserved:**

Please give the exact dates for the rehearsal and the ceremony. Definite times must be given so that conflicts may be avoided with other events in the Church. Acceptance of a reservation guarantees a two-hour period, one hour which is understood to be the hour preceding the scheduled time of the service. The Packer Memorial Church is open daily from 9:00 a.m. - 6:00 p.m. during Lehigh's normal academic schedule. The Church is closed during vacation and semester breaks, and will be opened only by special arrangement with the Chaplain’s Office.

1. **Special Note:**

Packer Memorial Church is a University facility and as such, the University calendar will always take priority with respect to scheduling. Occasionally we must hold up final confirmation of dates until the University has announced its spring and fall events calendar. We will, however, attempt to advise you much earlier as to the likelihood of University events that might prevent confirmation. Occasionally, rehearsal times will have to be adjusted ***after*** you have scheduled your time. You will be notified immediately should this situation arise.

**FEES:**

1. **University Fees**:

**T**he University fee of $250.00 (checks made payable to Lehigh University) *must accompany the Reservation Application.* This amount covers the cost to the University for supplies, application processing, and custodial services (including being present at the rehearsal and the wedding service itself). $125.00 is refundable if the wedding service is canceled by writing or calling the Chaplain's Office before the scheduled date. *We* *must insist that your wedding, including photography, fit within your scheduled two hours****.*** If you are having a Catholic Mass, you will need an additional ½ hour of time at a cost of $50. Please inform your clergy person and photographer of these time restrictions!

1. **Clergy Fee**:

 Lehigh University has set the minimum honorarium for all clergy performing weddings in Packer Memorial Church at $400.00. Efforts will be made to help couples locate alternative clergy if the Chaplain is unavailable. The Chaplain’s Office must be informed of the name, address, and affiliated church of the officiant performing the wedding. The clergy honorarium should be paid *in advance* at the rehearsal.

1. **Musicians Fee**:

Organists ***must be chosen from the official list*** shown on this information sheet. Fees vary according to the musicians’ time requirements and your music selections and should be set in advance. When making the contacts, please make sure you have a clear understanding of what music is to be played and also confirm the organist's rehearsal attendance.

**CLERGY:**

For Lehigh students, faculty/staff and alumni, the choice of clergy is entirely up to the bride and groom. There is no University restriction as long as the clergy person is a licensed member of a fully recognized religious organization. Packer Memorial Church is not available for non-religious ceremonies conducted by a judge or justice of the peace.

If the service is to be Roman Catholic and/or involves a Roman Catholic, the bride and groom must inform the Catholic Chaplain, (Newman Center, Office of Catholic Campus Ministry, 417 Carlton Avenue, Bethlehem, PA 18015, 610-867-9382) who has been assigned by the Diocese of Allentown to serve the Lehigh University community. All Roman Catholics who wish to marry on campus are reminded that in order to have their marriage recognized and approved by the Catholic Church they must comply with the Marriage Preparation Policy which is in effect in the Diocese of Allentown. This policy applies to all Catholics, even if they live in another diocese or wish to invite a priest other than the Catholic Chaplain to witness their marriage. The most immediate terms of this policy requires that the couple contact the Catholic Chaplain at least six months prior to the proposed wedding date. Failure to comply with the terms and fees of the Marriage Preparation Policy will jeopardize Catholic Church recognition and approval of your wedding.

**ORGANISTS:**

The following list provides the name, address, and phone number of the only approved organists authorized to play for weddings in Packer Church. They have access to the Church and the organ and know the instrument well. Because of the increase in the number of weddings and other events in the Packer Memorial Church, ***we will not***entertain requests for other organists to

play for weddings.Please do not ask us to make exceptions to this policy.

Ian Tomesch Gregory Kuklinski (Roman Catholic only)

University Organist 610-730-1299

201-213-9256 gjk4@alumn.lehigh.edu

i.a.tomesch@gmail.com

 Marie Miller

Nicole Cochran 610-865-5560

724-799-1373

ncochran88@gmail.com

Dennis Duda Clinton Miller

215-361-8641 610-435-2388

ddduda@verizon.net jclintmill@verizon.net

Nicos Elias Rebecca Owens

610-740-0990 610-570-3987

theorganguy@aol.com rakleintop@hotmail.com

Greg Funfgeld Martha Popichak

610-509-2437 610-694-0184

Doris Marie Gonzalez, SSJ Stephen Williams

610-317-0695 610-737-5196

 swilliams@nativitycathedral.org

Timothy Harrell

215-297-5812

tharrell@trinitysolebury.org

Music (other than organ) can be arranged if preferred. There is a piano available in the Church.

**PARKING:**

A pedestrian walkway has replaced the road between Packer Church and Packard Lab. Limos may ONLY use the pedestrian walkway to drop-off and pick-up the bridal party at Packer Church prior to and after the wedding. Limo drivers must be mindful of the pedestrian nature of this area and proceed slowly, with caution.  The recommended approach is to access the walkway from the west via Memorial Drive, proceed east and then north to Packer Church.  The alternate access would be to proceed south from Packer Avenue on the Pedestrian walkway.  If this route is chosen, the vehicle must exit the area by going west to Memorial Drive, exiting onto Brodhead Avenue.  In either case**, vehicles/limos must not remain parked in front of the church during the event**. Vehicle/Limo parking during the event can be on Packer Avenue or in the paved area between Packer Church and the Philosophy building. Vehicles found parked on the walkway for longer than drop off/pickup time will be fined or towed at the owner’s expense. Handicapped parking will continue to be available in the Chandler parking lot behind the Church. Since most weddings take place on Saturdays, Packer Avenue (metered spots) and the parking lot near Maginnes Hall is moderately free of cars.

**PHOTOGRAPHY:**

It is suggested that pictures not be taken during the ceremony itself. This matter should be discussed with the officiating clergy person who has the final decision. Outdoor photography is permitted at the Alumni Memorial Building Patio or at the water fountain in front of Packard Lab. Please be advised that the President’s driveway (located next to the Alumni Building walkway) is not to be obstructed by parking and the house and adjoining grounds are not available for your photos.

**FLORISTS:**

Most local florists are familiar with the inside of the Church. Customarily they furnish the white runner (100ft.). All candles must be free standing only. All floral arrangements should be made directly with the florist. Advise your florist that delivery should be made at the rear of the Church in the sacristy. If the flowers are left for any length of time in the foyer, we cannot guarantee their security since the Church is open to the general public.

**CUSTODIAN:**

A copy of the weekend wedding schedule will be forwarded to the maintenance person in charge of your wedding. This will ensure that the Church is open and a custodian available at the rehearsal and wedding times requested.

**SPECIAL NOTES:**

**1**. The Chaplain's Office will notbe responsible for any personal/wedding items left in the Church from the time of rehearsal to the end of your wedding. This includes wedding candles, flowers, pew bows, fans, etc. All items you wish to keep or return to a florist or rental company must be removed at the end of your contracted time.

**2.** There are 20 rows of pews on each side, 8 rows of chairs with 8 in each in the front of the pews. These chairs ***cannot be removed;*** they are a permanent part of the Church. Pew bows can be attached with pipe cleaners, wrapped wire or ribbon (no tape of any kind may be used).

 **3.** Dressing rooms for the bride are not available in the Church. It is suggested you arrive prepared for the ceremony.

**4.** We ask that you do not have any balloon/bird releases into the air, or use metallic confetti of any type. You may use birdseed, bubbles, or flower petals instead of rice. Releasing butterflies is acceptable. Failure to comply will result in a $50 clean-up fee billed to you following your wedding.

**5**. We ask that you do not request to have your pets as part of your ceremony. Guests who have need of a seeing-eye dog or a working dog will be accommodated according to their needs.

**6**. All candle holders used in the Church must have plastic beneath them, including candles that are supposedly dripless. Candles that are free-standing in the aisle or attached to the pew in any way are not permitted. Guests are not permitted to light and hold candles during the ceremony. Six candles are provided on the high altar and two candles on the portable altar for your wedding. All other candles must be provided by you or the florist, i.e., unity candles, tapers, etc.

**7**. Alcohol of any kind (including champagne) is not permitted inside or on the grounds of the Church. We ask that your wedding party and guests do not consume alcohol on Church property during your contracted time.

**8**. For invitation purposes, the correct name of the Church is **Packer Memorial Church**. The mailing address should read: Packer Memorial Church, 18 University Drive, Lehigh University,Bethlehem, PA 18015. MapQuest/Google will not give accurate directions to the Church as it is located on private property.