



Contract Regarding the Use of the Saint Ursula Academy Chapel for Alumnae Weddings

Congratulations and God's blessing upon your upcoming marriage.

SUA is pleased that you are interested in having your wedding in the Chapel. However, it is necessary to lay down a few ground rules on the use of the Chapel so that the service can be offered to as many graduates as possible and the beauty of the Chapel and surrounding area is preserved.

The use of St. Ursula Chapel for weddings is restricted to graduates of St. Ursula Academy.

To reserve your date, please fill out the last page of this contract, acknowledging you have read all pages, and include your \$250 non-refundable check deposit. Reservations are on a first come, first serve basis therefore once all the criteria above is received, the date is secured for the graduate and not before. **THIS IS A CONTRACT STATING THAT YOU UNDERSTAND AND AGREE TO THE REGULATIONS LISTED IN THE CONTEXT OF THIS LETTER.**

FEE \$750 - *Make checks payable to: St. Ursula Academy – Weddings* or pay online at the Vine Connection with a major credit card:

- \$250 non-refundable deposit due with reservation of date; balance of \$500 must be received at least a month prior to wedding date.
- This fee covers the cost of using the Chapel, hiring Police Detail (for the wedding only) and the SUA Wedding Coordinator for the rehearsal and wedding. Note: arrangements for Police ***Detail for the rehearsal must be made through the SUA Alumnae Office at least two months prior to the wedding weekend and the current cost is an additional \$34 per hour, with a minimum of two hours. Police Detail rate and minimum are subject to change.***

TIME LIMITS

St. Ursula requires that you limit your use of the Chapel to the following timeframes. With three (3) hours total for your wedding day, including the ceremony, you may designate your use of this three hour allotment to fit your needs. *Timing must be confirmed at least two months prior to the wedding to help us plan appropriately (hiring a Security Guard, for the wedding only, and the SUA Wedding Coordinator for the rehearsal and wedding.) **The SUA Alumnae Office will send a reminder email to request this information about two months prior to your wedding. If we do not receive return communication within six (6) weeks of your wedding weekend, St. Ursula Academy reserves the right to schedule the Cincinnati Police Officer and SUA wedding coordinator based on times added by Alumna Bride on the last page of this contract. Suggestion for Alumna Brides: Please email an invitation to SUA Alumnae Office – Weddings, included with your guest invitations so more accurate timelines can be achieved together for your wedding weekend at SUA!***

Please use the following as a guideline:

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| • Rehearsal | 1 ½ hrs. |
| • Florist, pictures (e.g. before ceremony) | 1 hour |
| • Wedding Ceremony | 1 hour |
| • Pictures (e.g. immediately after ceremony) | 1 hour |

Cincinnati Police Officer and SUA Wedding Coordinator scheduled to work on the day of your wedding for 3 hours total. Please consider your wedding hours start time when your florist and photographer would like to access the Academy as SUA Wedding Coordinator needs to be present. Note: If your florist or photographer wishes to set up outside of the time limits outlined above, one extra hour may be purchased at an additional charge of \$100 for the extra hour.



PROPER PERMISSIONS *(please give this information to your Priest)*

Any wedding performed in the St. Ursula Chapel must be a wedding in the Roman Catholic rite. You may choose to have other clergy (rabbis, reverends) present and you may choose whether or not to have a mass. All arrangements are ordinarily made at least 3 months prior to the wedding with the pastor of the bride.

It is the responsibility of the officiating Priest or Deacon to obtain explicit delegation from the pastor of St. Francis de Sales Parish, or his associate, to perform a licit wedding in the St. Ursula Chapel. It is also his responsibility to obtain permission from the Chancery Office of the Archdiocese. The pastor at St. Francis de Sales Church is Rev. Eugene Contadino, S.M. at 1600 Madison Road, Cincinnati, OH 45206, phone: 513-961-1945; email: fgenesm@gmail.com. **SUA Alumnae Office must receive a copy of the proper permission from the Archdiocese. It is your responsibility to have all pre-nuptial papers filed and the marriage properly recorded in the matrimonial register of St. Francis de Sales Parish.** *Questions can be directed to Rev. Tom Snodgrass at 100E. Eighth Street, Cincinnati, OH 45202 (513) 421-3131 or email at tsnodgrass@catholiccincinnati.org.*

DECORATIONS AND MAINTENANCE

Due to mass services that could be held prior to your rehearsal or wedding, since the Academy and the Ursuline Sisters also use the Chapel, set up for the wedding may take place at the rehearsal. Please check with SUA Alumnae Office prior to your wedding weekend. The pews may be decorated only if soft ribbon, rubber bands, or freestanding columns are used. **NO ADHESIVE TAPES, WIRES OR CLAMPS MAY BE USED TO SECURE DECORATIVE MATERIALS. Aisle runners are no longer permitted since the Chapel tile floor can be slick even with the runner taped down.** The school is not responsible for items left behind by the florists or decorators. We ask that you make arrangements to take them immediately after the ceremony, or pick them up promptly the next workday. **Flowers may be left to decorate the Chapel; all other decorations must be cleaned up by you after the ceremony.**

SECURITY

This contract fee covers security costs for the wedding day only. During the winter months, it is suggested that a security guard also be hired for the rehearsal due to darkness. *This is primarily decided upon by the bride since arrangements for additional security must be made through the SUA Alumnae Office at least two months prior to the wedding and is an additional cost. Current cost is an additional \$34 per hour, with a minimum of two hours. Police Detail rate and minimum are subject to change.*

PARKING – see link online “Directions to SUA”

Parking is available in the front circle and please suggest to your guests to drive into front circle to be directed by Cincinnati Police Officer who will help with additional parking options on campus, if needed for the wedding. Additional parking available at the white building east of the school, Fine Arts Building, Keller Center student parking lots located between William Howard Taft and East McMillan Streets on Bell Street.

MUSIC

You may use the organ, if the person knows how to use a wind pipe organ. The musician is permitted to practice beforehand, by appointment and/or during the rehearsal. Please contact the SUA Alumnae Office to schedule an appointment. There is also a piano available for use in the body of the Chapel. The acoustics are excellent and there is a sound system as well. There are four microphones available for musicians and microphones on the altar. Please ask your musicians to bring their own music



stands. *Piano and organ are tuned twice a year, before Easter and Christmas. You will be required to pay the tuning fees if you request tuning at any other time.*

Bride Reminders & Resources

[The Vine Connection has a dedicated section online for Weddings at SUA Chapel.](#)

Alumnae Brides have made recommendations for vendors and found online at the Vine.

SUA Alumnae Office - Weddings

1339 East McMillan Street

Cincinnati, OH 45206

Stephanie Schuckman '92, Director of Alumnae Relations

sschuckman@saintursula.org

(513) 961-3410 ext. 176

Fax: (513) 872-7161

Next Steps: The SUA Alumnae Office will send a reminder email to request confirmation of wedding details, including timeframes and ceremony details, TWO MONTHS prior to your wedding weekend. If we do not receive return communication within six (6) weeks of your wedding weekend, St. Ursula Academy reserves the right to schedule the Cincinnati Police Officer and SUA wedding coordinator based on times added on the last page of the contract.

Our gift to you is an SUA Alumnae Association candle (you may choose to use it as a unity candle) to be lit in good times and bad evoking the vows and spirit of your wedding at SUA Chapel, per Sr. Elizabeth Lang '50. May you always share in God's blessings.



*Contract Regarding the Use of the
Saint Ursula Academy Chapel for Alumnae Weddings*
Congratulations and God's blessing upon your upcoming marriage.

Please return this signed page and \$250 non-refundable deposit to the SUA Alumnae Office to make it official! We cannot save the date for your wedding until we receive both the deposit and contract. **Please make your check payable to St. Ursula Academy – Weddings.**

Please note: if this signed page and \$250 non-refundable deposit is not received in the SUA Alumnae Office within seven days of notifying the SUA Alumnae Office, Stephanie Schuckman '92 Director, we reserve the right to release a tentative hold on the date.

By signing below, you are stating that you understand and agree to the terms of this contract.

Signature of Bride Date signed

Print Name of Bride Class Year

Print Name of Groom

Wedding Date & Tentative Time Rehearsal Date & Tentative Time

PLEASE NOTE: The SUA Alumnae Office will send a reminder email to request this information about two months prior to your wedding. If we do not receive return communication within six (6) weeks of your wedding weekend, St. Ursula Academy reserves the right to schedule the Cincinnati Police Officer and SUA wedding coordinator based on tentative times added here.

Bride's preferred email address Bride's cell phone (including area code)

PLEASE NOTE: We understand your address may change during or after your wedding and therefore ask you to update your profile online at the Vine when you are ready. Thanks!

(For office use only)

Checklist	Date Received	Notes
Contract		
Deposit		
Remainder Payment		
Confirmation details		<i>Reminder email sent to bride two months prior to wedding in order to schedule Cincinnati Police Officer (wedding) and SUA Wedding Coordinator (rehearsal & wedding).</i>
Archdiocese Permission		<i>Priest works directly with SUA parish, St. Francis de Sales, to coordinate this prior to wedding.</i>