

Jesuit High School of New Orleans

Policy for Usage of the Chapels of Jesuit High School for the Sacrament of Holy Matrimony

I. Statement of Purpose

As the spiritual center of Jesuit High School, the school chapels are always available for alumni and class Masses. In addition, the Jesuits associated with Jesuit High School are always honored when they are asked to join alumni in the sacramental celebrations of special times in their lives. At the same time, Jesuit High School recognizes and respects the fact that the proper “faith home” of all Catholics is their parish church, not their school.

II. Chapels

- a. Jesuit High School has two (2) chapels available for use: The Chapel of the North American Martyrs (more commonly referred to as the large chapel) and the Holy Name of Jesus Chapel (more commonly referred to as the small chapel).
- b. Because of their sizes, the large chapel is more commonly used for wedding ceremonies while the small chapel is more commonly used for vow renewal ceremonies.
- c. The large chapel is located on the 3rd floor of the building and has two (2) entrances.
 - i. The main entrance is from Solomon Street near the auditorium. There is no elevator access at the main entrance.
 - ii. The secondary entrance is from the 3rd floor of the school building. Guests requiring an elevator to reach the third floor should enter near the blue awning in the schoolyard closest to the cafeteria and 1st floor restrooms.
- d. The small chapel is located on the 2nd floor of the administration wing and has one (1) entrance from Banks St. through the switchboard (receptionist). There is elevator access in the stairwell nearest the switchboard.
- e. The large chapel should have more than enough capacity for all ceremonies. While there is no hard number for the number of guests that can be invited, it should be noted that parking will often overflow to the adjacent lots and neighborhood street parking.
- f. The small chapel can adequately hold 56 adults in the pews. Any larger number results in uncomfortable crowding. There are additional dedicated seats on the altar for the celebrant(s).
- g. For the most part, all policies in this document refer to both chapels. Where certain policies will be different in different locations, it will be clearly indicated.

III. Availability

- a. Usage of the chapels at Jesuit High School is intended primarily for the students of Jesuit High School. Jesuit High School Alumni may reserve the chapel for weddings and other appropriate occasions.
- b. In addition to wedding ceremonies, we are also happy to accommodate milestone vow-renewal ceremonies for individuals as described above. Where applicable, all rules and guidelines listed below will also pertain to vow-renewal ceremony requests.
- c. Archdiocesan policy states that you must begin preparing for your marriage with a priest or deacon no less than six months prior to your wedding. Exceptions to this policy will be made only in light of serious extenuating circumstances.
- d. Weddings may only be scheduled on Fridays from 5:00 PM - 7:00 PM and on Saturdays, between the hours of 12:00 PM - 7:00 PM if there is no conflict with existing events.
- e. Due to the fluid nature of the school calendar during the fall semester, and the amount of time necessary to plan and prepare for wedding ceremonies, we generally do not host wedding ceremonies during the months of August – December.
- f. All persons interested in using the facility should begin by filling out the online usage request form, indicating the preferred dates and times of the ceremony. The form and full school calendar are both available from the school's website. Note that it is also the policy of Jesuit High School not to host multiple events on campus during the same time frame. In other words, chapel availability may be affected by other events happening on campus at the same time even if they are not using the chapel. Once the request is received, the couple will be contacted by Jesuit High School's Events Coordinator to discuss the date(s) requested.
- g. Jesuit High School reserves the right to change times and dates of reservations in case of school need.
- h. Viewing of the Chapel(s) is coordinated through the school Chaplain's office. Please contact the Chaplain to schedule your visit. No one is available to accommodate a site visit without scheduling it in advance. If you are not able to visit, a virtual tour of the large chapel is available on the school's website.

IV. Fees

- a. The fee for use of the chapel is \$1,000.00. This includes the payments to:
 - i. The assigned sacristan who will serve as the couple's main point-of-contact and has the final say on all facility usage questions once the reservation is confirmed.
 - ii. The security guard to be present at the main school yard entrance for a total of 4 hours (2 hours before & 2 hours after the start time of the ceremony itself).

- iii. Expenses for chapel upkeep, air conditioning or heating, lights, cleaning, and other services.
- b. The fee does not include offering(s) to the Presider(s) [priest(s) or deacon(s)] at the wedding ceremony; this is the direct responsibility of the bride and groom.
- c. A deposit of \$500.00 is required to secure your date. Once you have been contacted by the Events Coordinator and have agreed upon a date and time, you have 30 days to submit the deposit or the request will be forfeit.
 - i. Please make all checks payable to *Jesuit High School of New Orleans*.
 - ii. Please include the date of the wedding on the check.
- d. The remaining balance must be paid in full two months prior to the wedding date.
- e. Cancellations do occur from time to time for various reasons. If there is a need to cancel the reservation, reimbursement will be as follows:
 - i. 1 year prior to the scheduled wedding date & earlier: All but \$50.00
 - ii. 6 months prior to the scheduled wedding date & earlier: All but \$100.00
 - iii. 6 months prior to the scheduled wedding date & later: All but \$250.00
- f. There will be no fee for vow-renewal ceremonies.

V. Officiant & Delegation

- a. It is the responsibility of the bride and groom to secure a priest or deacon to officiate at the wedding as soon as you learn that your requested date is available.
- b. Availability of Jesuits who are currently at Jesuit High School and known by the bride and groom can be requested by contacting the priests directly. Their contact information is available on the school's website.
- c. For a priest or deacon located outside of the Archdiocese of New Orleans, please make sure that he receives both permission from his diocese and the Archdiocese of New Orleans to officiate the ceremony.
- d. For a priest or deacon located outside of Louisiana, please be sure that he applies with the state to officiate at a wedding in Louisiana.
- e. It is the responsibility of the bride, groom, and officiant to complete all necessary marriage preparations as required by the Archdiocese of New Orleans.
- f. All requirements by the State of Louisiana and the Archdiocese of New Orleans must be met to the satisfaction of the current pastor of St. Anthony of Padua Church, 4640 Canal Street, New Orleans, LA 70119, (504) 488-2651. Failure to do so could result in the cancellation or invalidation of the wedding. Also, note that St. Anthony requires a photocopy of the marriage license before delegation is granted.
- g. Couples must obtain a letter from the Pastor of their parish church indicating his approval of having their sacramental celebration take place at Jesuit High School.

VI. Rehearsal

- a. Rehearsals (dates and times) will be scheduled for the evening before the ceremony unless otherwise indicated or if another event requires a different

rehearsal date/time. Rehearsal start time must be 6:00 PM or earlier. The rehearsal shall not exceed one hour. Please ask your wedding party to be on time as the building will be closed and locked at 7:15 PM.

- b. Rehearsals are conducted by the appointed sacristan in accordance with rules of reverence and respect for the use of sacred places.

VII. Civil Marriage License

- a. Prior to the wedding, the bride and groom must obtain a Civil Marriage License, which is to be given to the officiant either at the rehearsal or beforehand.
- b. The bride and groom must apply in person to the:

Orleans Parish Marriage License Office

Benson Tower, 1450 Poydras St., Suite 407

New Orleans, LA 70112

Marriage License Fee: \$27.50 (Cash, Checks, Money Orders-NO Credit Cards)

(504) 539-5116 / 8:15 a.m. - 3:15 p.m. / M - F (excluding State holidays)

VIII. Altar Servers

- a. It is not necessary to have altar servers, but if the bride and groom wish to have servers, or if the officiant requires them, it is the couple's responsibility to make the arrangements with the officiant. The servers should be told to bring the proper attire with them, and they should attend the rehearsal.
- b. In the small chapel, there is limited seating option on the altar for servers.

IX. Organist / Musician

- a. Jesuit High School does not provide an organist and/or musicians.
- b. In the large chapel, an organ and piano are available in the choir loft. No microphones or microphone hook-ups are available in the choir loft. There should be no change made to the settings for the sound system.
- c. In the small chapel, no organ or piano is available in the small chapel. There is no sound system in the chapel. There is no dedicated space for musicians or vocalists, so please keep them in mind with regards to the already limited seating options.
- d. The selection of music ministers (organist, pianist, instrumentalists, vocalists, etc.) is the responsibility of the bride and groom. If needed, the appointed sacristan can provide you with a contact list for those musicians who have performed in the chapel in the past. Musicians are allowed to practice at the wedding rehearsal or to arrive one hour prior to the wedding to rehearse, if needed; arrangements to practice at any other time must be made by the bride and groom in advance with the appointed sacristan who will obtain the approval of the Events Coordinator.

- e. It is expected that sacred or liturgical music will be chosen. If the couple desires an exception, the officiant and the appointed sacristan must approve it 3 months prior to the wedding. The appointed sacristan can provide a list of suggestions for you, if requested.

X. Chapel Environment

- a. The chapels of Jesuit High School are sacred places and should be treated as such. Their use is allowed with the understanding that their preservation will be honored. You are kindly asked that all of those involved in creating the appropriate setting for your wedding (florist, decorator, photographers, wedding planner, musicians, etc.) know and will be respectful of the guidelines that have been established.
- b. All members of the wedding party and guests are asked to respect the sanctity of the chapel with reverent behavior and a quiet manner.
- c. The bride and her bridal party should refrain from wearing strapless gowns.
- d. The wedding party understands that **ONLY** the bride and groom and the Maid of Honor and Best Man are allowed in the sanctuary during the ceremony. This restriction includes all photographers.
- e. A kneeler is provided for the bride and groom only.
- f. In the large chapel, there are no kneelers in the pews of the chapel. It is usual for the congregation to remain standing during those sections of the ceremony that they would customarily kneel.
- g. The altar, pews, benches, etc. may not be moved.
- h. Jesuit High School has a zero-tolerance policy for alcohol. Anyone entering on the premises associated with weddings and chapel use under the influence of alcohol or in possession of alcohol will be asked to leave immediately. Furthermore, should the bride or groom be under the influence, the sacrament will be deemed invalid.

XI. Floral Arrangements & Other Decorations

- a. There are no strict guidelines regarding the type or location of flower arrangements in the chapel. Whatever is desirable and appropriate is permitted. A general rule though, is that anything that a florist brings in must be removed immediately after the wedding.
- b. In the small chapel, keep in mind that the chapel is small; therefore, flowers & decorations should be simple and kept to a minimum.
- c. **NO** adhesive tape, tacks, staples, or nails of any kind can be used on the pews, altars, walls, etc. to attach ribbons, decorations, etc.

- d. If the florist needs to make a site-visit to the chapel prior to the day of the wedding, arrangements must be made with the appointed sacristan (date, time); no one will be available to handle such requests without a scheduled appointment. Ordinarily these appointments will be made from Monday to Friday during the school day.
- e. There should be no candles or glass containers in the aisles or vestibule. If additional candles in candelabra are part of the decorations in the sanctuary, they should be enclosed in glass or its equivalents to prevent wax dripping.
- f. If flowers are placed on the high altar, the vases or baskets must not be put directly on the altar cloth; they must have a protective material (plastic, etc.) underneath.
- g. A unity candle is not permitted in weddings at Jesuit High School.
- h. Arrangements should be made with the florist well in advance to schedule deliveries to the chapel; the chapel will be opened 60 minutes before the wedding for these deliveries.

XII. Notes for the Photographer/Video Camera Professional

- a. Photographers and video camera personnel will not be allowed to enter the sanctuary during the ceremony out of respect for the sacredness of the Sacrament of Matrimony and the holiness of the moment of commitment (vows).
- b. If photographs are to be taken in the chapel following the ceremony, arrangements must be made in advance with the appointed sacristan; the wedding party is asked to limit the time from 20 to 30 minutes.

XIII. Miscellaneous

- a. The throwing of rice, confetti, birdseed, and the like is not allowed on the premises.
- b. For the safety of the bride and groom, their wedding party, and guests, aisle runners in the chapel or on the outside steps and an outside canopy are not permitted.
- c. Ordinarily the schoolyard is available for parking. Occasionally, however, other school functions may make parking difficult. Street parking is often necessary.

A M D G
Ad Majorem Dei Gloriam