Wedding Information & Guidelines

In the following pages you will find the wedding information and guidelines of Notre Dame College. Please read through this document carefully:

Weddings held in Christ the King Chapel

- The use of Christ the King Chapel or the facilities of Notre Dame College for the purposes of a wedding ceremony are granted to the following constituencies:
  - Alumni/Alumna of Notre Dame College
  - Students of Notre Dame College
  - Faculty & Staff of Notre Dame College
  - Relatives of Sisters of Notre Dame
  - Friends of Notre Dame College

- Christ the King Chapel is a Roman Catholic Chapel. All wedding ceremonies held in the Chapel must align with a Roman Catholic understanding of marriage. Weddings within other Christian denominations may be held under certain conditions, with the permission of the Director of Campus Ministry. Non-religious, civil weddings may not be held in the Chapel.

- Couples who desire to use Christ the King Chapel should contact the Campus Ministry Office as soon as possible to express your interest in reserving the Chapel. Depending on your situation and the availability of the Chapel, facilities will be reserved and you will be emailed a Wedding Ceremony Reservation Form. This form is to be completed and returned with payment to finalize Chapel reservation.

- The bride and groom are responsible for making their own arrangements for the presider of the wedding, as well as servers and music ministers.

- Christ the King Chapel does not hold the canonical status of a parish church. Generally, Catholic marriages are celebrated only in parish churches. For couples who desire to be married in Christ the King Chapel by a visiting Roman Catholic Priest or Deacon, the minister must receive delegation from the pastor of Sacred Heart of Jesus Parish no later than one month before the ceremony.
Sacred Heart of Jesus Parish  
1545 South Green Road  
South Euclid, OH 44121  
216.381.7601

- Records of Roman Catholic weddings celebrated in Christ the King Chapel are recorded and kept at Sacred Heart of Jesus Parish, South Euclid, OH.

- It is the responsibility of the bride and groom to make their own arrangements for proper marriage preparation in accordance with the Catholic Diocese of Cleveland. Prepare and Enrich is the normative program used in the Diocese. In addition, attendance at one of the following programs is mandatory: Pre-Cana Day, Cana II (for second marriages), Engaged Encounter, and Diocesan Pre-Cana Conferences.

- Weddings scheduled at Christ the King Chapel are not to conflict with the 4:30 pm Vigil Mass on Saturday between September and June. During this period, the latest start time for a Saturday wedding Mass is 2:30pm.

- It is the responsibility of the couple to inform the Director of Campus Ministry that all documentation (i.e., delegation from Sacred Heart Parish, baptismal certificates, preparation forms, letter giving permission to marry outside of parish, marriage license, etc.) has been secured and completed with the presiding minister.

- Couples interested in a religious ceremony outside of Christ the King Chapel must consult with the Director of Campus Ministry before any arrangements are made.

**General Information**

If available, Notre Dame College will provide a staff member or sacristan to assist at both the rehearsal and the wedding ceremony. This includes setting up for the religious service, operating sound equipment and related tasks. The couple is responsible for decorating and cleaning the facilities. Staff members or sacristans are not responsible for setting up or removing decorations or wedding booklets.

The consumption of any alcoholic beverage before or during the rehearsal and/or ceremony is inappropriate and not permitted. Smoking is not permitted in any building on the campus of Notre Dame College.

**Civil Marriage License**
Couples must obtain a valid, civil marriage license from the Ohio county in which they reside or from Cuyahoga County if they reside outside Ohio.
Parking
Parking is available in the lot behind the Administration building. Parking is on a first come, first-served basis. Multiple events are often held on campus, so it is important to check the campus calendar to see how parking may be affected.

Chapel Seating
Christ the King Chapel seats 250 people. The center aisle is 56 feet long. There are 16 rows of pews in the Chapel.

Floral Arrangement and Liturgical Environment
Christ the King Chapel is primarily used for worship for the Notre Dame College community. Except for the chairs, no other furniture or liturgical items should be moved or removed. There may be times when the chapel is decorated with other banners or materials. These materials should not be disturbed without permission.

All floral arrangements must be in containers that cannot leak. No flowers or other decorations may be placed on the altar table. Flowers may be left in the Chapel after your ceremony with prior permission from the Director of Campus Ministry. We do not permit nails, thumb tacks or tape to be used on the wood surfaces or on the pews. To secure flowers to the pews, only pew hooks or ribbon/cloth are permitted.

Preparation Room
For weddings held in Christ the King Chapel, the Great Room, located down the hall from the Chapel, may be available for the Bride and her wedding party. This room needs to be reserved with a separate reservation through the Office of the Registrar. All items should be removed from the Great Room room within one hour of the ceremony ending.

Environmental Concerns
The use of confetti, rice, and birdseed is not permitted on the facilities of Notre Dame College.

The bride and groom are responsible for restoring facilities to the state in which they were rented to you, including cleaning, resetting chairs, etc.

Pictures
Pictures may be taken in Christ the King Chapel and around campus with prior approval from the Campus Ministry Office.

Rehearsal
All weddings must have a rehearsal held on campus before the ceremony. Rehearsals are expected to begin on time and not to exceed one hour in duration. If available, a staff member or sacristan will assist you.

Musicians
Couples are responsible for obtaining musicians for their wedding ceremony. Christ the King Chapel has a pipe organ and electric piano available. Musicians should contact the Campus Ministry Office to arrange practice times.
Decorations
The bride and groom may wish to use certain decorations that belong to Notre Dame College and Christ the King Chapel. These decorations include: Candelabras (2), Unity Candle Holder (2).

Fees
Official reservation of facilities does not take place until all paperwork, documentation, and fees are received. The fee is for the use of college facilities for your wedding ceremony only. Reception/dinner facilities must be arranged separately. The Director of Campus Ministry or staff member will be able to assist you in making decisions that are related to our facilities. This person is available for consultation and will attend your rehearsal and wedding ceremony.

The Chapel may be rented by alumni, students, faculty, staff and Sister of Notre Dame family members for the cost of $400. Friends from outside our community may rent the Chapel for the cost of $600. This fee is non-refundable.

Please make checks payable to “Notre Dame College” and mail to:

Notre Dame College Office of Campus Ministry
4545 College Road
Cleveland, OH 44121

Presider Stipend – The bride and groom are responsible for paying the presiding minister of their wedding ceremony an optional stipend. The Catholic Diocese of Cleveland recommends a minimum of $100 stipend for the presiding priest. This fee is not assessed into the total cost of reserving facilities at Notre Dame College, however, it is strongly recommended.

Important Contact Information

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<tr>
<th>Campus Ministry Office</th>
<th>Ted Steiner, Director</th>
<th>(216) 373-5387</th>
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<tbody>
<tr>
<td>Alumni Relations Office</td>
<td>Mary Elizabeth Cotleur ‘98, Director</td>
<td>(216) 373-5316</td>
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<tr>
<td>Notre Dame Switchboard</td>
<td></td>
<td>(216) 381-1680</td>
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<tr>
<td>Notre Dame Police</td>
<td></td>
<td>(216) 373-5212</td>
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Thank you for your interest in celebrating your wedding at Notre Dame College!