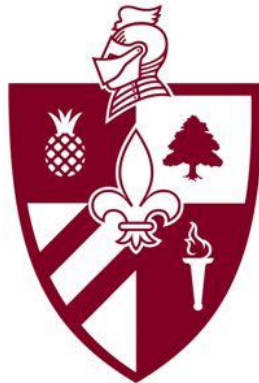


BELLARMINE UNIVERSITY

APPLICATION FOR MATRIMONIAL USE OF OUR LADY OF THE WOODS CHAPEL

...and the two shall become one flesh...

-Mt. 19:5



BELLARMINE
UNIVERSITY

IN VERITATIS AMORE

Updated 4/4/2025

APPLICATION CHECKLIST/TIMELINE

- _____ Couple contacts Campus Ministry; completes preliminary application (attached)
(9-12 months prior)
- _____ Meet with Director of Campus Ministry to submit application and determine next steps
 - Email jpozthathuparambil@bellarmine.edu to schedule a meeting
- _____ Wedding date is “penciled” into Our Lady of the Woods and Bellarmine Special Events
 - Deposit due at time of signing contract
- _____ Couple meets with a pastoral representative at St. Agnes to discuss/begin sacramental preparation, next steps, and file all paperwork (9-12 months prior)
 - Couple is personally responsible to contact St. Agnes at 502-451-2220 Ext. 563
 - Materials available at <http://stagneslouisville.org/church/sacraments/#Marriage>
- _____ Couple meets with Special Events representative once approval is received from St. Agnes (given once sacramental prep is underway) to sign contract, pay deposit, & “ink” date in
- _____ Couple obtains civil license & coordinates civil requirements (30 days prior)
- _____ Balance of rental fee due to Special Events (30 days after)
- _____ Wedding rehearsal is held in Bellarmine Chapel.
Couple bring wedding license to St. Agnes Parish Secretary, which will be recorded in permanent record book at St. Agnes and mailed to the County Clerk’s office (week of wedding)
- _____ Wedding in Chapel

CHAPEL USE APPLICATION

REQUESTED WEDDING DATE: _____ **TIME:** _____

APPROX NUMBER OF GUESTS: _____ (165 pew seating capacity)

BRIDE:

Full Name: _____

Date of Birth: _____ Are You a Bellarmine Alumna? _____ Year _____

Are you or is a member of your family affiliated with Bellarmine in any other way? Be specific.

Current Address: _____

Current Phone: _____ Email: _____

Are you a fully initiated Catholic? YES NO

Name of your parish: _____ Proper Pastor: _____

Address of parish: _____ Phone number: _____

GROOM:

Full Name: _____

Date of Birth: _____ Are You a Bellarmine Alumnus? _____ Year _____

Are you or is a member of your family affiliated with Bellarmine in any other way? Be specific.

Current Address: _____

Current Phone: _____ Email: _____

Are you a fully initiated Catholic? YES NO

Name of your parish: _____ Proper Pastor: _____

Address of parish: _____ Phone number: _____

____ WE HAVE A PRIEST PRESIDER (PLEASE INCLUDE NAME/CONTACT INFO):

____ WE DO NOT CURRENTLY HAVE A PRIEST PRESIDER

BRIDE SIGNATURE: _____

GROOM SIGNATURE: _____

POLICIES GOVERNING USE OF OUR LADY OF THE WOODS CHAPEL

Our Lady of the Woods Chapel at Bellarmine University may be used by couples as the site for their wedding throughout the year with the following provisions:

- 1) Either the bride or groom must be directly affiliated with the University as a current student(s), alumna, alumnus, faculty, staff, or trustee(s). Indirect affiliates (e.g., children of current faculty or former trustees) may be considered, on a case-by-case basis, in the best interest of the university.
- 2) The couple must complete an Application form and submit it to the University.
- 3) One or both of the couple must be fully initiated Roman Catholics and agree to a Catholic wedding (within or outside of Mass are both acceptable). The couple must agree to coordinate with St. Agnes Parish Office on marriage preparations, including adherence to all parish wedding policies. See <http://stagneslouisville.org/church/sacraments/#Marriage> for St. Agnes wedding guidelines and additional resources. Per Bellarmine's understanding with St. Agnes, they will provide a priest presider, sacramental preparations with a pastoral associate, liturgy planning assistance from Director of Music Ministry, a Wedding Assistant for the rehearsal and wedding day, and layout/printing of worship aids. If the couple has their own priest they would like to celebrate the wedding Mass, permission should be requested from St. Agnes pastor. All permanent record books are housed at St. Agnes (OLOW Chapel proper parish), per establishment by the Archdiocese of Louisville.
- 4) The couple must agree to abide by all policies of the Chapel for seating and the use of its sacred space.
 - No food or alcohol may be served or consumed on the premises. Any evidence of alcohol consumption by the bridal party before the wedding is grounds for immediate cancellation.
 - The pew seating capacity is 165 and full occupancy (with folding chairs) may not exceed 185.
 - Respect for the sacredness of the space must be guaranteed in all environmental, musical, decorative, or celebratory plans. No secular additions may be added to the Catholic ritual (blended sand art, unity candles, etc.). All plans must be pre-approved by St. Agnes.
 - No secular, spectacular, or dramatic activities may occur during or follow the wedding in or near the Chapel. The use of animals (butterflies, horses, doves, dogs, etc.) will not be permitted. Birdseed is permitted outside, but no rice or balloons may be thrown or released on the piazza after the ceremony. The couple is required to respect the earth, its care, and the facilities for all decorations and any post-nuptial requests.
 - Couple and guests are subject to all university COVID-19 safety protocol, subject to change.
 - The Chapel is first and foremost for use by students of Bellarmine University.

5) The couple must sign a contract with the Bellarmine Office of Special Events. The fee paid is for the use of the Chapel and coordination of wedding preparations through St. Agnes. Special Events coordinates all payments and deposits, facilities requests, rehearsal scheduling, as well as insurance requirements. A deposit is due at the signing of all contracts. Additional space rental, catering, shuttle use, and other requests may be available for additional cost. Please contact the Special Events Office at 502-272-8406. The cost for cantor and musicians are in addition to the fees paid to the university and are the responsibility of the couple. A stipend (\$100 suggested) for the priest is optional, at the discretion of the couple.

6) Our Lady of the Woods Chapel has a custom-built organ that is available for use during weddings in as-is condition. While we make every effort to maintain the instrument, our tuning schedule is based on the university event calendar and our chapel needs. Should the organ need tuning, the couple will be responsible for contacting the Bellarmine Chapel Ministry Coordinator at 502-272-7489 to arrange for its servicing, and will be billed for all associated fees.

7) If wedding date occurs while Bellarmine classes are in session, or if students are residing in the campus residence halls for any reason, chapel parking may be affected. Bellarmine WILL NOT reserve or block off parking spaces for wedding guests. It is the responsibility of the couple to secure shuttle services, if desired.

8) Please be advised that events cannot be hosted at our location when the campus is closed due to weather conditions or when an event conflicts with the university calendar (including but not limited to holidays, breaks, or other scheduled closures). In such circumstances, all event reservations, including both internal and external bookings, will be canceled or rescheduled accordingly.

Closures for extreme weather and other emergencies will be posted on the bellarmine.edu homepage.

For inquiries or further clarification, please contact events@bellarmine.edu.

9) Our Lady of the Woods Chapel is a sacred space and the sacrament of Matrimony is solemn ritual. Any attempts to abuse the sacredness of the event or disregard the intention of proper use of space is grounds for forfeiture of the deposit and immediate cancellation by the Director of Campus Ministry before or on the day of the ceremony.

THE UNIVERSITY RESERVES THE RIGHT TO CANCEL THE WEDDING AT ANY TIME, IF ALL OF THE POLICIES STATED IN THIS APPLICATION ARE NOT MET WITHIN THE GUIDELINES ELABORATED.

BRIDE:

I, _____, certify that I have read, understand and agree to abide by the policies of the Roman Catholic Church, the Archdiocese of Louisville, and Bellarmine University for using Our Lady of the Woods Chapel as the site for my wedding. I understand that if any of the requirements are not fulfilled, this application will be voided, and I will not be allowed use of Our Lady of the Woods Chapel at Bellarmine University.

Signature: _____ Date: _____

GROOM:

I, _____, certify that I have read, understand and agree to abide by the policies of the Roman Catholic Church, the Archdiocese of Louisville, and Bellarmine University for using Our Lady of the Woods Chapel as the site for my wedding. I understand that if any of the requirements are not fulfilled, this application will be voided, and I will not be allowed use of Our Lady of the Woods Chapel at Bellarmine University.

Signature: _____ Date: _____

THIS APPLICATION WILL BE REVIEWED WITH THE COUPLE AND ACCEPTED BY THE DIRECTOR OF
CAMPUS MINISTRY AT BELLARMINE UNIVERSITY OR HER DELEGATE.

EMAIL JPOZHATHUPARAMBIL@BELLARMINE.EDU TO SCHEDULE AN IN PERSON MEETING FOR
APPLICATION APPROVAL.

(Once received by Campus Ministry Office)

Signature: _____ Date: _____
Director of Campus Ministry