



# UNIVERSITY OF PITTSBURGH MARY LOU CAMPANA CHAPEL

## DESCRIPTION

The Mary Lou Campana Chapel and Lecture Center, built and dedicated in 2007, is a gift from Ms. Virginia Campana in memory of her twin sister, Mary Lou Campana. Its detailed stained glass windows depict the parable: The Peaceable Kingdom.

## ELIGIBILITY

The use of the Mary Lou Campana Chapel for a wedding ceremony is available to those with a PITT affiliation. University of Pittsburgh students, alumni, faculty, staff, advisory board members, and members of their immediate family may reserve the chapel. Immediate family members include parents, grandparents, children, grandchildren, brothers, and sisters.

## RESERVATION

To determine the availability of the Chapel for a desired wedding date and time, please contact the Office of University Relations and Institutional Advancement at 724 836 7497. Please note that reservations are on a first come, first serve basis. Reservations are confirmed with a completed reservation form and payment. We allot a total of 2 ½ hours per wedding (except for the Friday 2 p.m. ceremony) and 1 hour the night before for a rehearsal.

Weddings can only be held inside the Mary Lou Campana Chapel. No outdoor weddings are permitted.

At this time, the Chapel is unavailable Martin Luther King Jr. weekend, Honor's Convocation weekend (typically the third weekend in March), Commencement weekend (typically the last weekend in April), Memorial Day weekend, July 4th weekend (if the holiday falls on a Friday, Saturday, Sunday or Monday), Labor Day weekend, Thanksgiving weekend, and the weekend before and after Christmas.

## FEES

The rental fee for the chapel is \$300.00. The rental fee must be paid in full at the time of reservation. Once a satisfactory date and time is determined, the reservation form and must be returned with a check or money order payable to: The University of Pittsburgh at Greensburg. Reservations are finalized once the payment is received.

## CANCELLATION

Cancellations must be in writing from either the bride or the groom. Pitt Greensburg will refund \$200.00 of the chapel fee if the reservation is canceled ninety (90) days in advance of the wedding date chosen. If cancellation is made less than ninety (90) days before the wedding, the entire chapel fee will be forfeited.

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The marriage must be recognized as valid in the Commonwealth of Pennsylvania. A wedding license is required.

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**Wedding Ceremonies** You will have access to the chapel 1 hour prior to your ceremony. This will allow your florist, photographer, and videographer time to set up and your guests to arrive and be seated. Participants who arrive prior to their scheduled time may be denied access to the chapel.

**Wedding Rehearsals** - Rehearsal time is limited to 1 hour from the time it is scheduled to begin. If the rehearsal is delayed in starting because of late arrival of members of the wedding party, the allotted rehearsal time will be reduced by the amount of time lost. The schedule for the ceremony and rehearsal is as follows:

Friday Ceremony			Thursday Rehearsal
<i>Access</i>	<i>Wedding</i>	<i>Departure</i>	<i>Assigned rehearsal times</i>
1:00 p.m.	2:00 p.m.	3:00 p.m.	5:00 6:00 p.m.
6:00 p.m.	7:00 p.m.	8:30 p.m.	6:00 7:00 p.m.
Saturday Ceremony			Friday Rehearsal
<i>Access</i>	<i>Wedding</i>	<i>Departure</i>	<i>Assigned rehearsal times</i>
10:30 a.m.	11:30 a.m.	1:00 p.m.	3:00 4:00 p.m.
1:30 p.m.	2:30 p.m.	4:00 p.m.	4:00 5:00 p.m.
4:30 p.m.	5:30 p.m.	7:00 p.m.	5:00 6:00 p.m.

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The Chapel is nondenominational; therefore clergy of all denominations are welcome, as are civil officiants. It is your responsibility to secure an officiant to preside at your wedding ceremony. It is crucial that you confirm dates and times with your officiant. Should your officiant fail to be present for your wedding ceremony, there is no one at the chapel who could act as a replacement and your ceremony would have to be canceled.

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It is the responsibility of the couple to provide musicians and the music. The chapel is equipped with a piano and microphone and has the capability to play pre recorded music. Either one CD or one cassette tape may be played. To ensure the quality of the sound, we cannot switch from one to another during the ceremony.

If your musician(s) wish to practice prior to the actual event, they should contact our conferencing department at 724 836 7042 to arrange a time during normal hours of operation (Mon Thur, 7 a.m. 10 p.m.; Friday, 7 a.m. 5 p.m.). If these times do not work, they can practice prior to the rehearsal or wedding, providing there is only one wedding that weekend.

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The following floral decoration guidelines are designed to protect the chapel and to ensure an equitable situation for all who schedule weddings at the chapel.

- ❖ All decorations brought in for a wedding must be removed at the end of the ceremony.
- ❖ The limited time for placement and removal of decorations requires that they remain simple.
- ❖ The florist has access to the chapel one hour prior to the scheduled ceremony time. Please keep in mind that the arrival and seating of guests also take place during that time.
- ❖ The florist (or wedding couple) must provide sufficient staff for the placement and removal of decorations within the allotted access and departure times.

You or your florist may provide any or all of the following decorations:

**Altar flowers:** The altar measures 24 feet wide and 13 ½ feet deep.

**Candelabra:** Two floor candelabras may be used in the altar area. The use of dripless or mechanical candles is strongly recommended. If burns or wax appears, Pitt Greensburg reserves the right to bill for cleaning or repair.

**Unity Candle:** A unity candle may be used, if desired. It must be in the appropriate candle holder. The use of oil based unity candles is not permitted. Lighted candles may not be used on pew ends, in the aisle, or in the procession.

**Bows:** Flowers may be incorporated in the bows. The bows may be attached with only ribbon, rubber bands, or elasticized thread; no wire, pins, tape, tacks, or other adhesives may be used. There are 18 rows (9 per side). The measurement around the end of each chair is 22 23 inches. Allow enough extra ribbon for tying.

**Aisle Runner:** If an aisle runner is used, it must be at least 34 feet in length. The aisle runner and tape required to attach it to the floor at the base of the altar must be provided by the florist or wedding couple. For safety reasons, plastic aisle runners are not permitted.

**Boutonnieres and corsages:** These may be distributed from the table in the foyer of the chapel. It is essential that all boutonnieres and corsages be clearly labeled and that the florist or a family member is present to identify the recipients.

**Please note:**

Throwing rice, confetti, birdseed, or flower petals is not permitted. Balloons may not be released due to environmental concerns. Bubbles and bells are permitted, outside only.

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Wedding photographs may be taken in the chapel, the foyer, the bride's room and on the lawn outside the building before and after the ceremony. In addition, outdoor photography may be taken at other locations on campus after the ceremony. The following photography and videography guidelines are designed to preserve the dignity of the occasion and minimize distractions for the guests. In addition, we recommend that specific photographing guidelines be made in consultation with your officiant.

*Before the Ceremony*

- ❖ Flash photos and videotaping of the groom, groomsmen, and parents may be taken anywhere in the chapel or on chapel grounds.
- ❖ Flash photos and videotaping of the bride, bridesmaids, and parents may be taken in the bride's dressing room.

*During the Ceremony*

- ❖ Flash photos and videotaping of the groom, groomsmen, and parents may be taken anywhere in the chapel or on chapel grounds.

*After the Ceremony*

- ❖ The 1½ hour scheduled for the ceremony usually allows time for posed photographs of the bridal party after the ceremony.

**Please note:** A delay in the scheduled start time and/or a particularly lengthy ceremony will reduce the amount of time available for photography. Our goal is to work with everyone involved to allow the maximum amount of time available for photos after the ceremony. All participants must adhere to the scheduled departure time.

**Pictures:** will be permitted at other locations on campus after the ceremony. The fountain at the entrance of the campus is just one of the many beautiful spots to take photos. However, the fountain is controlled by automatic sensors and will shut off in certain climate conditions (i.e. wind, rain, temperature change). The fountain is not in operation during the winter months. (approximately end of November thru mid March)

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A Bride’s Room is available for the bride and her bridesmaids. The room should be cleared of all personal property before the ceremony begins.

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The foyer of the chapel will be available for a receiving line immediately following the ceremony.

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There are two parking lots available for the chapel. The lot closest to the chapel will be reserved for the parents of the bridal couple, the wedding party, and handicapped guests. The chapel has two handicap accessible parking spaces. (Note: you must have the designated plate or hang tag to park in these spaces.) A level, paved sidewalk leads to the main entrance. Guests will be directed to park in the lot to the left of the chapel. A level, paved sidewalk, with steps leads to the main entrance.

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At this time, there are no facilities on campus that will allow for a reception of any type.

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Members of the Pitt Greensburg staff will be present to assist you at your wedding rehearsal and ceremony. Approximately one week prior to your wedding, the staff person assigned to your wedding will contact you.

# CÄtÄx a ÉÄM

The following guidelines have been established to make your day as special and complete as possible:

- ❖ Food or drinks are not permitted in the chapel at any time during the rehearsal or wedding.
- ❖ Alcoholic beverages are prohibited on Pitt Greensburg's premises before, during, and after the wedding.
- ❖ Smoking or use of any tobacco product is not permitted anywhere inside the chapel.
- ❖ Pitt Greensburg does not supply or rent decorations of any kind.
- ❖ Furniture and other fixtures in the chapel may only be moved by members of the Pitt Greensburg Staff.
- ❖ The lighting, fans, heating & A/C, audio visual & sound system equipment (including microphones may only be adjusted by members of the Pitt Greensburg staff.
- ❖ Immediately following the ceremony, all personal property must be removed from the chapel premises.
- ❖ The University is not responsible for the loss of any items left in the chapel.
- ❖ Gratuities are unnecessary. Services rendered by the Pitt Greensburg staff are part of their normal duties as University employees. A contribution to the chapel is always welcome and can be made at the discretion of the families.

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For purposes of the wedding invitation, the Mary Lou Campana Chapel address is:

University of Pittsburgh at Greensburg  
Mary Lou Campana Chapel  
217 North Campus Road  
Greensburg, Pennsylvania 15601

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All questions and concerns can be directed to:

Nancy Davis Murphy, Coordinator of Alumni Affairs  
University of Pittsburgh at Greensburg  
150 Finoli Drive  
Lynch Hall 109  
Greensburg, Pennsylvania 15601  
Phone: 724 836 7496 Fax: 724 836 7178  
E mail: upgalum@pitt.edu