



Chapel Usage Agreement for Weddings

University Chapel, Gonzaga University & St. Michael's Chapel at the Kennedy Apts.

The primary purpose of the University Chapel and St. Michael's Chapel is to provide a reflective atmosphere for the prayer and spiritual activities of the Gonzaga community. In addition, the Chapels provide a unique setting in which to promote the University through other prayer, wedding, and ecumenical services. With this in mind, the following guidelines have been developed to support the various uses of the Chapel while preserving the primary function of the Chapel spaces.

Normally, Catholics receive sacraments in their home parish. However, because of **your affiliation with Gonzaga University**, we understand that our worship space may have deep spiritual meaning for you and your fiancé.

To begin the process of planning a wedding at one of the University Chapels:

1. Please contact Solveig Heidberg, the Marriage Pastoral Associate for St. Aloysius Parish at (509) 313-7020, or sheidberg@dioceseofspokane.org who will explain diocesan requirements and University procedures.
2. Solveig will send out a preliminary packet of information and work with Mission and Ministry regarding Chapel availability. She attains final approval of usage from the Director of Mission and Ministry.
3. Priority is given to University activities, including but not limited to Masses, Reconciliation, and other liturgical services.
4. No food or drink is allowed within the chapel space and nothing is to be moved except under the close supervision of the assigned Wedding Coordinator.

Please circle which Chapel you wish to use: University Chapel St. Michael's Chapel

I have read and agree to the terms and conditions of this Usage Agreement.

Signature: _____ Date: _____

Bride's Name: _____ Class of: _____ Telephone: _____

Affiliation: Student _____ Faculty/Staff _____ Trustee/Regent _____ Alumnus _____ Other _____

Groom's Name: _____ Class of: _____ Telephone: _____

Affiliation: Student _____ Faculty/Staff _____ Trustee/Regent _____ Alumnus _____ Other _____

Date/Time of Wedding: _____

Priest: _____ Diocese/Religious Order: _____

Contact #: _____

Expected # of Guests: _____

To be filled out by the Mission and Ministry office.

Approved / Declined by: _____ Date: _____

SUBMIT YOUR REQUEST VIA *ONE* OF THE FOLLOWING:

Mail: St. Aloysius Church
Attn: Solveig Heidberg
330 E. Boone Ave.
Spokane, WA 99202

Scan and Email:
sheidberg@dioceseofspokane.org