Reservations
Reservations will be confirmed for dates no more than 12 months in advance.

Reservations are not final until the signed, completed wedding reservation form and non-refundable deposit of $75 are received and confirmed by the Office of the Chaplain.

Approved weddings, either outdoor or indoor, are to be scheduled between 10:00 am and 7:00 pm. English Chapel will be made available for up to two hours for rehearsal the evening before the wedding day. A charge of $30 per hour will be assessed beyond those time limits.

English Chapel may be reserved for a total of three hours on the day of the wedding (with a maximum of two hours prior to the start time of the wedding).

Officiant
The couple is responsible for the engagement of the officiant for the ceremony. Clergy who are in good standing with their denominations and are registered with the Ohio Secretary of State (1-877-767-3453) are eligible to perform marriages in English Chapel. The officiant must provide a copy (or electronic scan) of his or her certificate to solemnize marriages in the State of Ohio to the chaplain’s office no later than one month before the wedding. If the couple would like to request the chaplain to officiate the wedding, they must first make contact with the chaplain’s office by calling (419) 772-2200.

Wedding Assistant
The wedding assistant for English Chapel provides a variety of services for the couple, the officiant, the wedding party and guests. She (or he) is available throughout the rehearsal and can assist the officiant in running the rehearsal. The wedding assistant will be on hand for three hours on the wedding day (two hours prior to the ceremony and one hour for the ceremony itself). The wedding assistant will run the sound board, make sure the sanctuary is set up and be on hand to assist in any way that is needed. The wedding assistant is required for all weddings in the chapel sanctuary.

General Fees
A non-refundable deposit of $75 is required to hold a reservation date for everyone. The deposit will be subtracted from the total cost of the fee. The balance (including the fee for the wedding assistant) must be paid in full no later than one week prior to the wedding date.

Current Students
$200 wedding assistant fee = $200

ONU Alumni
$150 facilities fee + $200 wedding assistant = $350

ONU Faculty and Staff (including dependents*)
$150 facilities fee + $200 wedding assistant fee = $350

General Public
$300 facilities fee + $200 wedding assistant fee = $500

Fee for time over allotted time - $30/hour

Checks should be made payable to Ohio Northern University and sent to Ohio Northern University, Office of the Chaplain, 525 S. Main Street, Ada, Ohio 45810.

*Dependent - Either bride or groom must be a dependent daughter, son, or legal dependent of the faculty or staff member. This policy also includes Sodexo employees and their dependents.

Fees for Chaplain Officiating
If a couple would like for the University Chaplain to officiate at their wedding, a request may be made through the Chaplain’s office. If the Chaplain officiates a wedding, he will require four wedding preparation sessions with the couple and a fee of $35. For couples related to the university (students, alumni, faculty/staff or dependents), a donation may be made to Ohio Northern University in lieu of an honorarium for the chaplain’s services. For couples not related to Ohio Northern University, the four preparation sessions and $35 fee apply, plus $250 to officiate at the rehearsal and wedding.

Fees for outside clergy and musicians are separate from the wedding and are determined in consultation with the individuals. Fees are to be paid directly to them.

Cancellations
Weddings must be cancelled in writing or via email to the attention of the Office of the Chaplain. Weddings cancelled less than one week prior to the date of the wedding will be charged the entire fee.

Facilities
Indoor weddings held in the English Chapel sanctuary can accommodate approximately 300 people.

Only the chaplain, wedding assistant or physical plant personnel are authorized to set up the arrangement of the pews in the sanctuary.

Only the chaplain, wedding assistant or other ONU-approved personnel may set up and run the sound booth.

Any furnishings that are moved should be pre-approved by the chaplain. Anything that is moved from its place in the sanctuary must be returned to the same place immediately following the ceremony. If furnishings are not moved back to their original locations, there may be an additional fee assessed.

Please do not nail, staple, or tape decorations to the chairs and pews. Bows may be tied on with ribbon, string or twist ties.

Floral delivery and decorating must be accomplished within the allotted rehearsal or wedding times. If another event is being held in the sanctuary between the rehearsal and the wedding ceremony, decorations may not be put up until the day of the wedding.

The bride and her party may meet and dress in the multi-faith room, on the pharmacy side of the building. The multi-faith room is equipped with a private restroom, and will be fitted with two full-length mirrors and a rolling clothes rack on the day of the wedding. Shoes must be removed while occupying the room.

The groom and his party may meet and dress in the meeting room at the end of the main hallway.

Birdseed only on the sidewalks. No rice-throwing.
Outdoor Weddings
Outdoor weddings must use English Chapel as a rain location. The cost of an outdoor wedding follows the same fee structure as for an indoor wedding with an additional $1 per chair and $50 for the portable sound system. Weddings scheduled during dates ONU is closed or on holidays may incur plant overtime charges. Some dates may not be available for outdoor weddings, due to official university events. Keep in mind other activities may be happening around the area of the wedding. Outdoor weddings may be scheduled in the following areas: 1) the lawn area between English Chapel and Heterick Library; 2) the courtyard between English Chapel and Heterick Library; 3) the chapel gardens (small weddings); or 4) the east end of the tundra. Should the forecast be calling for inclement weather, the change from an outdoor to an indoor ceremony must be made at least 3 hours prior to the ceremony.

Music and Sound Booth
An upright piano and Clavinova (electronic piano) are both available for use, as is the sound system, which can accommodate CDs, DVDs, or MP3 players. PowerPoint and projectors may be used—consult with the wedding assistant for details. At this time, the sanctuary organ may not be utilized for weddings.

Building Restrictions
No tobacco, firearms or alcohol are allowed on the premises.

Aisle runners are permitted. It is recommended that the aisle runner be secured with T-pins to avoid coming loose during the ceremony. The length of the aisle is 35 foot.

Candles for the unity ceremony must be provided by the couple. If any candles are used on the altar, the wedding assistant must be notified in advance so a protective covering can be placed on the altar.

The wedding party is responsible for basic clean up (removing bulletins from pews, picking up flower petals and aisle runner, removing unity candle set, etc.)

The University is not responsible for items left behind. If items are missing after the wedding, call the chaplain’s office at (419) 772-2200 to see if they were found.

Birdseed or bubbles may be used outside only. Flower petals must be used only on the aisle runner.

Please be respectful of others who might share the space. This is an academic building as well as a place of worship and classes or small groups may occasionally be in the academic classrooms.

Parking
Parking is available in the pharmacy lot to the north of English Chapel (see map below). On the day of the wedding, ONU security will be alerted of the presence of guests. Parking will not be reserved for weddings.

English Chapel is circled above in red and indicated as #13; parking is circled in red and indicated with the letter P; handicap parking is circled in blue.

For More Information and Questions
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