

Notre Dame de Namur University

Policy for Use of Cunningham Chapel

- I. **Cunningham Chapel**, dedicated in 1962, is located on the Notre Dame de Namur University Campus. A maximum of 500 persons are allowed to be in the Chapel at any one time according to local fire code. At present, the Chapel holds two baby grand pianos and one harpsichord. There are no restrooms available for guest use in the Chapel facility, **however, there are restrooms open to the public in the gymnasium next door.** There is a sacristy but there is no dressing area specifically for a bridal party. The chapel is equipped with 130 Breaking Bread worship aid/hymnals.

- II. **Persons and/or groups eligible to use the Chapel:**
 1. NDNU students, faculty, staff and its recognized groups.

 2. Non-NDNU recognized or sanctioned groups with the approval of the Director of the Office of Spirituality.

*NOTE: Use of the chapel for all Sacraments, including weddings, is restricted to **CURRENT** students, faculty, and staff of Notre Dame de Namur University, Notre Dame High School Belmont, and Notre Dame Elementary School Belmont and their immediate family members. Weddings are governed by the [Regulations of the Archdiocese of San Francisco](#) and also by the [NDNU Policy on Catholic Marriages and Weddings](#). [Items in blue should be hyperlinked when policy is posted to the website]*

III. Fees

The Director of Conferences and Advancement Events will coordinate contracts and fees for use of Cunningham Chapel. Outside groups are responsible for purchasing a certificate of insurance when using the Chapel and paying any fees associated with use of the space. The Director of Conferences and Advancement Events can assist in arranging for insurance upon request.

Guidelines for Use of NDNU's Cunningham Chapel

1. Dates and times requested must be submitted in writing to the Director of the Office of Spirituality and the Registrar's Office, along with a description of the event you wish to take place.
2. Requests for use of the chapel must be made at least 48 hours in advance.
3. Because the primary use of the Chapel is as a worship space, liturgical celebrations have precedence over classes, award ceremonies and other events and programs.
4. Weddings are governed by the separate wedding policy of the University and the Archdiocese of San Francisco. Inquiries for use of the Chapel for weddings should be directed to the Director of the Office of Spirituality.

5. Any needed furniture or AV equipment must be ordered by the persons reserving the Chapel through the maintenance and IT departments.
6. After use, the chapel must be returned to its proper order. Before leaving, be sure all lights and the PA system are turned off, windows closed and all doors securely shut. All programs, song sheets, or worship aids are to be collected and removed by those using the chapel. Breaking Bread worship aids should be returned to their proper storage place.
7. All trash is to be placed in the proper containers in the Narthex (vestibule) or the Sacristy by those using the chapel.
8. Furniture, including pews, lectern, altar, chairs, piano, tables, is not to be moved without consultation and approval by Office of Spirituality Staff.
9. No liturgical books, vestments, or other equipment are to be removed from the Chapel without the permission of the Office of Spirituality Staff.
10. No notices, posters, or decorations may be affixed by any method to any walls, pews, chairs, fixtures, or furniture without the prior consent of Office of Spirituality Staff.
11. All Chapel decorations are to be left in place and intact. If they need to be temporarily moved, they should be returned to their proper place after use.
12. The altar is consecrated and is to be used only for the celebration of the Eucharist. The altar is not to be used for refreshments, collating, or as a work surface.
13. No food or drink is allowed inside the chapel. Receptions can be held in the Narthex (vestibule) of the Chapel or on the patio just outside of the Narthex.
14. The Eucharistic side chapel where the tabernacle resides is a place of reverence; please honor this space with silence and respect.
15. If access is needed to the Sacristy, arrangements should be made through the Office of Spirituality Staff.
16. All official Roman Catholic Church guidelines are to be followed in regard to use of the space and liturgical celebrations.
17. Please maintain a general respect for the Chapel as a place of worship.
18. Any damages or losses incurred will be billed to those using the chapel.

Notre Dame de Namur University Policy on

Catholic Marriages and Weddings

I. Marriage: A Celebration of the Whole Church

Whenever the people of God gather in prayer as the Church, we celebrate our election, our adoption, into the Body of Christ. We bear witness to the communal nature of this family we call "the Church, the Body of Christ" every time we come together for our public worship. Indeed, all of the sacraments are celebrated most poignantly when they are prayed in the context of a communal celebration. On the local level, this public prayer and worship of the universal Church is realized in the parish community. Since every sacrament is a participation in the prayer of the entire Body of Christ, a wedding celebration that focuses on those receiving

the sacrament alone, would somehow fall short of its full meaning as a celebration of the entire people of God.

Thus, the exchange of wedding vows is a visible sign of God's presence and love in the world in general and the parish community in particular, and the creation of a new family within this worldwide body. As the couple vow to each other, the local community promises to support the couple and each other in times of joy and in times of need. Thus, a commitment is made not only between the woman and the man, but also between the couple and the church, and the church with her members.

For these reasons, the *Code of Canon Law* (1983) and the *Constitution on the Sacred Liturgy* (1963) strongly favor and encourage the celebration of the communal sacraments in the parish. It is further stated that graduates of educational institutions are expected to register in a parish. The Notre Dame de Namur Chapel is not a university parish. The university is located within the territorial limits of Immaculate Heart of Mary Catholic Parish in Belmont, CA.

Because of the nature of the university community and the ties which sometimes develop between individuals and the university, students, faculty, and staff may wish to celebrate the Sacrament of Marriage on campus. The Office of Spirituality at Notre Dame de Namur University has set guidelines to facilitate a valid celebration of this sacrament.

II. Those who are Eligible to Marry in a Catholic Wedding Ceremony in Cunningham Chapel

1. Current faculty and staff and their immediate family members, and current students of Notre Dame de Namur University may be married in the Chapel.
2. Current faculty and staff of Notre Dame High School Belmont and Notre Dame Elementary School Belmont and their immediate family members may be married in the Chapel.

III. Regulations

1. Catholic weddings will be scheduled according to University chapel availability. Please note that weddings are not encouraged during the season of Lent.
2. The Chapel must be reserved for weddings at least three (3) months in advance of the wedding date through the Director of the Office of Spirituality.
3. Florists must provide their own flower stands. We are grateful when flowers are left in the chapel as a donation to the University. It is the responsibility of the couple and their families to remove all other decorations after the wedding ceremony.
4. The Sacristy is not a dressing room and is not to be used as such. The Blessed Sacrament Chapel should not be used as a dressing room.
5. If access is needed to the sacristy on the day of the wedding, arrangements should be made through the Director of Conferences and Advancement Events for a staff person to be present on the day of the event.

6. All official Roman Catholic Church and Archdiocese of San Francisco guidelines are to be followed in regard to the wedding ceremony.

Please note: The Office of Spirituality does not provide priests, musicians or vocalists for events outside of its own liturgical functions.

IV. Sacramental Records

All Catholic Sacraments, including marriages, will be recorded and paperwork filed at Immaculate Heart of Mary Parish in Belmont, CA. The Director of the Office of Spirituality will facilitate this with the help of the officiating priest, the couple being married and the staff at Immaculate Heart of Mary Parish.

V. Responsibilities of the Couple

1. **Presider:** The couple wishing to marry must secure a presider (either a Catholic priest or Catholic deacon with appropriate canonical faculties) and ensure that he is aware of his responsibilities to be allowed to conduct a marriage in the State of California. Priests or deacons who celebrate weddings in the NDNU Chapel who are not already serving in the San Francisco Archdiocese will need a letter of permission from the Archdiocese to celebrate the wedding liturgy.
2. **Marriage preparation:** The couple is to consult the officiating priest to determine which form of marriage preparation will be most helpful to them. This preparation may include one or more of the following: a preparation course, individual counseling, an Engaged Encounter, or Pre-Cana Conferences. The officiating priest is responsible for ensuring that the couple has been properly prepared for the Sacrament of Marriage.
3. **Marriage license:** The couple will obtain an official marriage license through the state of California and will be responsible for all documents and action needed to ensure the legal validity of the marriage and the marriage certificate.
4. **Baptismal Certificates:** Each baptized person being married must present an official copy of his/her baptismal record for inclusion in the records. For Catholics, this means obtaining an official copy of your certificate issued within six months of the wedding. For non-Catholics, any permanent copy of your baptismal record will suffice. These documents become part of the church record and cannot be returned.
5. **Freedom to Marry Forms:** Each party is given a copy of a form to be completed by the officiating priest, who questions a parent, relative or close acquaintance regarding the parties' freedom to marry.

VI. Responsibilities of the President:

1. The officiating priest or deacon is responsible for ensuring that the couple meets all requirements for a Catholic Marriage within the Roman Catholic Church and the Archdiocese of San Francisco. Following the wedding, he, along with the couple, are responsible for ensuring that all documents have been properly signed and he along with the couple, will assist the Director of the Office of Spirituality in filing these at Immaculate Heart of Mary Church in Belmont, CA.
2. The officiating priest or deacon is responsible for working with the couple in planning the liturgy and music, ensuring that it is appropriate for Catholic worship. A copy of the proposed order of service must be submitted to the Director of the Office of Spirituality at least one month before the wedding date for final approval.

Any changes or recent updates to the **Notre Dame de Namur University Policy for Use of Cunningham Chapel** or the **Notre Dame de Namur University Policy on Catholic Marriages and Weddings** can be found on the NDNU website. The policy on the website supersedes any paper documentation of these policies.