

SUMMERALL CHAPEL WEDDING POLICY AND INFORMATION

PLEASE KEEP THIS SHEET FOR REFERENCE

(for all weddings scheduled to take place up to and including 12/31/2023)

1. **FEES:** Fees are the same for a wedding with no rehearsal.
- a. **Chapel: \$1,100.00** - Citadel Corps of cadet graduate who has a lifetime CAA membership (This policy applies to the marrying couple only; it does not apply to parents or relatives of the above)
\$1,400.00 – Citadel Corps of Cadet graduate without lifetime CAA membership, CGPS graduate
\$2,100.00 – Son or daughter of a Citadel graduate / Citadel employee/ CGPS student/ Active duty military
\$3,500.00 – Non-Citadel graduate (this includes grandchildren of Citadel graduates, grandchildren of Citadel employees and grandchildren of retired Citadel employees.
Micro Weddings – this option is for those wedding groups of 30 people or less (including the bridal couple and any vendors). Chapel fees range from \$500-\$1000 depending on Citadel affiliation. Contact the Wedding Manager to discuss the details of this option.
 - b. **Organist: \$450.00** – depends on rehearsal time and number of accompanying musicians.
 - c. **Sexton: \$150.00** – (**\$100.00**- for weddings with no rehearsal, **\$125.00**- for Catholic ceremonies.) The sexton is a Citadel cadet who will be on duty **TWO** hours before the wedding, and **ONE** hour before the rehearsal. If you have a special requirement, please make it known to them at the rehearsal. There will be an extra charge of \$15.00 per hour paid to the sexton for opening the Bridal Room early. The sexton serves as the liaison between The Citadel, wedding party, and guests.
Sexton duties include:
 - 1) open/close the building
 - 2) set up/clean up for rehearsal and wedding
 - 3) light the altar and aisle candles
 - 4) present chapel register for signature record of the marriage
 - 5) provide guidance for chapel rules & regulations to wedding party and guests
 - 6) available to direct wedding rehearsal and wedding**Note: IAW Catholic Chaplain’s guidelines, Catholic weddings require the services of The Citadel Catholic Wedding Director as in paragraph 3.c. below.**

2. **PAYMENT OF FEES:**

- a. **Chapel:** Appropriate chapel fee (made payable to “The Citadel”): brought or mailed **within 10 days of signing the contract to:**

THE CITADEL,
Attn: Mrs. Nicole DeNeane,
MSC #2, 171 MOULTRIE STREET
CHARLESTON, SC 29409-0002

- b. **Organist:** due 10 days before the wedding.
- c. **Sexton:** due 10 days before the wedding.

All information asked for in the application may not be known by the due date, but it is essential that we be given it as soon as possible by letter, e-mail (ndeneane@citadel.edu) or by telephone (843) 953-6572. Please notify us of any changes in information. Examples: work/home phone numbers, address, florist, etc.

NOTE: The Chapel will be reserved TENTATIVELY upon receipt of the wedding application. However, the reservation will not be confirmed until receipt of all contract and fees.

3. **OFFICIATING CLERGY:**

- a. **ANY ORDAINED OR LICENSED MINISTERS:** (in or out-of-state) may perform the ceremony. (Notaries, judges, justices or other civil servants are also allowed to perform ceremonies in the Summerall Chapel).
- b. Marriage license **MUST BE** given to the minister at rehearsal.
- c. **If the bride and groom are asking for a Catholic wedding, The Citadel Catholic Wedding Coordinator MUST be contacted before chapel reservation can be confirmed at least six months prior to wedding date.**

NOTE: There are additional fees for Catholic ceremonies set by the Catholic Chaplain’s office. Catholic Wedding Coordinator weddingcoordinator@sacredheartcharleston.org

- d. Chaplain to the Corps of Cadets: may be available to perform your ceremony and should be coordinated through the Wedding Manager.

PLEASE NOTE: PAYMENT OF FEES DOES NOT INCLUDE THE MINISTER. Officiating Clergy must be arranged individually. The Wedding Manager maintains a list of local area clergy, many of whom are Citadel graduates.

4. **SWORD ARCH:** The Citadel has a professionally trained sword arch available for Chapel weddings. All sword arch requests must go through the Wedding Manager. The fee for a 6-person sword arch is **\$450**. These fees pay the members of the sword arch team and help to supply and maintain the necessary equipment to provide this service. Requests for a sword arch must be made no less than 30 days prior to the wedding through the Wedding Manager. Requests for sword arch members from a specific company can be made but not guaranteed. Sword arches secured outside of the Wedding Manager are not permitted. A request for a sword arch for a wedding occurring during a break or furlough is not guaranteed.
5. **THE CITADEL SUPPLIES THE FOLLOWING ITEMS AND SERVICES:**
 - a. Summerall Chapel and furnishings, including a kneeling bench.
 - b. Organist for rehearsal and wedding.
 - c. Sexton with the ability to direct rehearsal and wedding.
 - d. One white flower arrangement placed in the center of the altar.
 - e. Eighteen (18) aisle candleholders, candles included.
 - f. Two seven branch altar candelabra, candles included.
 - g. Unity candle stand; candles NOT included.
6. **THE CITADEL DOES NOT SUPPLY:**
 - a. Pew markers/ribbons
 - b. Trinity or unity candles (any candles provided by couples must be dripless)
 - c. Communion elements or any communion supplies
7. **THINGS NOT PERMITTED:**
 - a. Rearranging of any chapel furnishings, including moving the piano.
 - b. Use of any type of tape on pews and floors that mars the finish, or peels off the polish.
 - c. Rehearsals **WILL NOT** last longer than one hour (**hour begins at time stated on the application**). Due to multiple rehearsals, the rehearsal party will be asked to leave the chapel after one hour.
 - d. A ceremony that will last longer than the allotted time to include picture taking. You have one hour before the wedding, one hour for the ceremony, and one hour after the wedding.
 - e. "Showering" of bride and groom with anything, including birdseed or rice.
 - f. Strewing of materials, such as flower petals, inside or outside the chapel.
 - g. Use of **ANY** area in Mark Clark Hall without approval of the Department of Cadet Activities.
 - h. Use of additional candles, rented candelabra or candle holders.
 - i. Alcoholic beverages or tobacco products on the premises.
 - j. Florist delivering during a ceremony in progress. **Call 779-5915 to ask if there is a wedding preceding yours.**
 - k. Storage of florist equipment any longer than 5 work days after your wedding.
 - l. **NO BUBBLES.**
 - m. **NO AISLE RUNNERS.** They are a safety hazard.
 - n. **NO WAGONS.**
 - o. Taped or pre-recorded music for singers or instrumentalists.
 - p. No animals are allowed in the chapel, with the exception of service animals.
8. **PHOTOGRAPHY:** Photographers and videographers must remain behind guests at all times during weddings in the Chapel. **Flash photography and movement in the chancel (altar) area is strictly prohibited.** There is **NO PHOTOGRAPHY allowed in the sitting room on the second floor of Mark Clark Hall or in any of the BARRACKS areas without prior written permission.** **NOTE: ALL photography whether inside or outside the chapel must be in conformance with Citadel Policy Memo 7-1.**

To request permission for photographs in the barracks, contact Nicole DeNeane, Wedding Manager, who will prepare a Request for Photographs in the Barracks agreement for you. Final approval for your request will be granted by the Commandant's Office. Requests can be made but not guaranteed. Photography requests must be made no less than 30 days in advance of the wedding date.

Note: All photography and videography on campus must be in compliance with [Citadel Policy Memo 7-1](#). Failure to comply with this policy can result in loss of security deposit, removal of parties from campus or additional fees.

9. **GUEST PARKING:** Due to very limited parking on the Citadel campus, and with the number of other activities that may be taking place at the same time as your wedding, we cannot guarantee exclusive parking for weddings on campus.
10. **CHRISTMAS DECORATIONS:** Christmas decorations are put up after the Thanksgiving furlough and remain up through the Epiphany (approximately November 29-January 12 depending on when the holidays fall) Christmas wedding parties will share the cost of removing the chapel decorations. This cost will be determined by the Wedding Manager and communicated to the Christmas wedding parties.
11. **CANCELLATION CLAUSE:** 10% of the Chapel fee is refundable if the wedding is cancelled at least 6 months prior to the wedding date. **THERE WILL BE NO REFUND IF WEDDING IS CANCELLED LESS THAN SIX MONTHS PRIOR TO THE DATE.** Your reservations preclude the use of the chapel for anyone else at the time and date specified on your application. For this reason, plus administrative handling costs for processing a refund, it is felt the policy is necessary and equitable. **To obtain a refund:** The bride or groom must send an email stating cancellation with the date of the wedding, and the name and address of the person to whom the check is to be made payable. You will receive the refund in ten days to two weeks. **In the event a wedding date must be postponed or changed, there will be a rescheduling fee of 10% of the Chapel fee paid. The wedding MUST be postponed PRIOR to the original wedding date for chapel rental fee to be applied to the new date.**
12. **SECURITY OF PERSONAL ITEMS:** while in the chapel is not the responsibility of The Citadel or chapel personnel. Any lost items, if discovered, will be returned to the **Department of Public Safety Office at the main gate, (843) 953-5114.**

Rev. 12/1/2022