



Weddings at University Church

Congratulations on your wedding plans!

Our congregation makes its sanctuary and other facilities available for weddings or services of union. If you have not yet seen our sanctuary and other rooms, you might want to make an appointment to stop by and take a few photos.

Below are some of our most frequently asked questions. You can also contact us by phone or email at any time.

How do I reserve the space?

Use the contact form online at universitychurchchicago.org/about/space-rental/ and our administrator or wedding coordinator will respond to you promptly. You may also print and complete the Wedding Worksheet on the last page of this document and return it to the church during office hours, or email to us. Confirmation of date is finalized when we receive your deposit.

How much does it cost?

The current wedding fee is \$800. This covers a total of five (5) hours of building use, including the day of your wedding and up to a two-hour rehearsal the day before; the library for event-day staging; a wedding coordinator who will be present during your building use time; set up and use of sound system; and clean-up after the event. (See Deposit Agreement on page 3 for payment and cancellation policy.)

The fee does not cover the cost of University Church's pastor or organist. Those are separate fees to arrange directly with the pastor and/or organist.

If you would also like to host your reception at University Church, please ask the Church Administrator about fees and space availability.

What is the space capacity of the Sanctuary?

Our sanctuary can comfortably seat 240 people, and there is space for extra rows of chairs as needed. Our legal limit is 300 people.

Can outside clergy officiate my wedding? Does University Church provide an officiant?

Making sure you have a minister or legal officiant is an important and necessary step in your planning. Your officiant may be anyone who is legally authorized to conduct weddings in the State of Illinois. The wedding fee does not include an officiant, but Pastor Julian DeShazier is available to officiate upon request, based on his availability. Please speak directly with him about any fees.

If you have your own officiant, please have them speak with our pastor, Rev. Julian DeShazier, so he may extend an invitation for them to perform a ceremony in our church. We exercise no denominational restrictions.

Additionally, University Church can provide discrete marriage counseling, and upon request our wedding coordinator will put you in contact with our pastor.

Can we use the organ or the piano?

Our organ is a special instrument and we prefer that our own organist play. The organist should be contacted separately about his fees. An outside organist would need to meet with our organist for approval; contact the church administrator to connect with him.

The Yamaha grand piano in the sanctuary is available for your musician to play; contact the church if you would like our music director to play for a separate fee.

We have multiple adjustable music stands for ensembles or soloists to use.

Can I decorate the space?

Of course! But please do not tape any decorations to the pews or other woodwork. No flowers or other decorations are to be placed on the piano. All furniture should remain in place unless prior arrangements have been made for their removal or alternate placements. All wall hangings are permanent and may not be taken down. We prefer that you throw birdseed rather than rice if this is a part of your post-service plans. In any case, the substance must not be thrown in the building. Scattering flower petals in the sanctuary is permitted.

All decorations must be removed at the end of your event. They will be cleared and disposed of by the staff if you do not want them.

Other considerations

There is no eating, drinking, or smoking allowed in the sanctuary (except for communion, if that is part of your service). Smoking is permissible outside and within 15 feet of any exterior entrance.

Contact University Church for further information or questions

events@UniversityChurchChicago.org
773.363.8142
5655 S. University Avenue
Chicago, IL 60637

DEPOSIT AGREEMENT:

In order to reserve and hold a specified date at University Church, we require a deposit of \$300. All deposits shall be credited towards the balance of the total fee, which is payable at any point up until 72 hours before the rehearsal (or, if no rehearsal is planned, the event itself).

We accept cash, check, or money order, payable to University Church. You can also pay online at universitychurchchicago.org/online-giving and specify "Wedding" in your payment. Receipts will be provided.

IN THE EVENT OF CANCELLATION:

- Ninety (90) days or more prior to the scheduled event:
 - Full refund of deposit and all payments up to point of cancellation.

- Less than 90 days to the scheduled event:
 - Deposit of \$300 is non-refundable, but all payments beyond \$300 will be refunded. You may use the deposit of \$300 to reschedule your event or host another event at University Church in the future.

Please allow thirty (30) days for processing all refunds.

NEXT STEPS:

Please fill out the form that follows and return it to University Church (either by mail or by email to events@universitychurchchicago.org). We look forward to making your special day memorable!

University Church

5655 S. University Avenue

Chicago, IL 60637

773.363.8142

General email & information: uchurch@UniversityChurchChicago.org

WEDDING WORKSHEET

Name: _____

Phone (mobile): _____

Address: _____

City, State, Zip: _____

Email: _____

Purpose of space use (check all that apply):

Wedding Reception Rehearsal Rehearsal Dinner Other: _____

Areas to be used:

Sanctuary Library Dining Room Theater (2nd floor) Other (specify): _____

Date and hours of event: _____

Number of guests expected: _____

I/We would like to use (check all that apply):

Piano Sound system Organ Other: _____

Special instructions, including room arrangement:

Wedding party signature:

University Church signature:

Date: _____

Date: _____

FOR OFFICE USE ONLY

Total due: \$ _____

Deposit of \$ _____ Date received _____ Method of payment: _____

Balance due \$ _____ By (date) _____ Received by (initials): _____