

GUIDELINES FOR WEDDINGS AT BISHOP MEMORIAL CHAPEL

A. OVERVIEW OF CHAPEL USE	
1. General Overview	The Bernice Pauahi Bishop Memorial Chapel is available for wedding services for the KS `Ohana. Services performed in the Chapel shall affirm the Protestant tradition. Requests for wedding services begin with a call to the Chaplain's Office at (808) 842-8204.
2. Who can use the Chapel?	<ul style="list-style-type: none"> • Alumni, trustees, faculty/staff, retired faculty/staff (Check with Chaplain's Office for staff eligibility). ▪ Immediate families* of all the above categories. ▪ <i>*Immediate family</i> is defined as a spouse, parent/step-parent, son/step-son, daughter/step-daughter, brother/step brother, sister/step-sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren and present legal guardians. ▪ The Chapel is not available for student weddings, nor is it available for use by the families of current students.
3. Seating Capacity of Chapel & Information	The Chapel will accommodate 482 people. Use of the Chapel includes the surrounding courtyard area, the public restrooms.
4. Staffing Responsibilities	<ul style="list-style-type: none"> ▪ The Chapel Assistant or Administrative Assistant forwards the wedding information to the couple or requestor. Upon receipt of the completed application and deposit, the chapel staff will submit the facility use request (FUR) for approval and add the wedding to the master Chapel calendar. The Parents and Alumni Relations (PAR) office will verify alumni status of the applicant or sponsor. ▪ The Chapel Assistant or Administrative Assistant is responsible to coordinate and/or monitor all requirements of the service between the couple, their families, the Chapel Office and KS in general.
B. MAKING ARRANGEMENTS FOR A WEDDING	
5. Scheduling	<ul style="list-style-type: none"> ▪ Wedding services and wedding rehearsals should not interfere with Kamehameha School's activities. ▪ Wedding rehearsals are typically scheduled from 4:30 p.m. on the Thursday before the wedding. ▪ Wedding services may only be scheduled on weekends. Saturdays 10:00 a.m., 12:30 p.m., 3:30 p.m. Sundays 3:30 p.m. ▪ During the summer, the time schedule may be less restrictive, but weddings and wedding rehearsals should not interfere with a Kamehameha Schools or alumni activity or Sunday worship services. ▪ While every effort is made to be flexible, dates and times for weddings and rehearsals need to accommodate the overall program and personnel availability.
6. Dates when Chapel not available	New Year's Eve & New Year's Day, Ho'olaule'a, Good Friday & Easter Weekend, Memorial Day Weekend, Alumni Week, Veteran's Day, Thanksgiving Weekend, Christmas Eve & Christmas Day.
7. Time allotted for a wedding	Each wedding is allowed use of the sanctuary/courtyard for approximately two-and-a-half hours (typically 1 hour before the ceremony for decorations/photos or other preparations, 30 minutes for the ceremony, and 1 hour after the ceremony for post-ceremony activities.) A total of two and one-half hours is allotted for each wedding reservation.
8. Timing requirements for reserving the chapel for a wedding	<ul style="list-style-type: none"> ▪ Reservations for weddings may be made one year in advance, on the first working day of the requested month. ▪ Reservations for weddings are generally not accepted with less than four week notice.

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<p>9. Confirmation of Chapel Use</p>	<p>A request for a reservation shall only be processed when a signed <i>Application for Wedding</i> form, signed <i>Guidelines for Wedding at Bishop Memorial Chapel</i> and the required deposit have been received by the Chaplain's Office. It will take 7-14 working days to process.</p> <ul style="list-style-type: none"> ▪ A verbal confirmation is given after approval is final in 1 - 2 weeks and / or ▪ A written confirmation is sent to applicant when "Facility Use Request" form received from KS Administration.
<p>10. Officiating Requirements</p>	<p>While the Schools' Chaplain or Designate always serves as the official minister for the Chapel, the family is encouraged to have the family's clergy participate in the service. The Chapel Assistant or Administrative Assistant coordinates any such requests.</p>
<p>11. Marriage License</p>	<p>The marriage license <u>must</u> be turned in to the Wedding Coordinator by the date of rehearsal. The Kamehameha Schools officiant and not the guest minister (as applicable) signs the marriage license after the ceremony. The guest minister may co-sign the souvenir marriage certificate.</p>
<p>12. Cost Reimbursement</p>	<ul style="list-style-type: none"> ▪ The cost reimbursement is \$400. This cost reimbursement is made up of the following categories. <ul style="list-style-type: none"> Organist \$75 Wedding Coordinator \$100 Officiant \$150 ▪ A non-refundable deposit of \$75 is required to start the confirmation process. The check for the deposit should be made payable to <i>Kamehameha Schools</i>. ▪ Couples are asked to bring <u>three separate checks</u> to the wedding rehearsal for the specific service providers. <ul style="list-style-type: none"> Organist \$75 <u><i>Check to be written to Kamehameha Schools if organist not used</i></u> Wedding Coordinator \$100 Officiant \$150 ▪ Any person wishing to make a donation to the School in addition to the stated charges should contact the Headmaster's Office for information. <p>The cost reimbursement is based on typical services required and is subject to change as costs change. The deposited monies are used to pay any necessary custodial fees, use of a carpet runner and the candles. No other monetary compensation, either as payment or gratuity, is expected or should be accepted by the officiant, organist, Wedding Coordinator or anyone else included in the service.</p>
<p>13. Possible additional charges</p>	<p>Any person using the Chapel agrees to release and indemnify Kamehameha Schools from and against any and all claims and liability for personal injury or property damage sustained by any other person as a result of the activities conducted in the Chapel. Any person using the Chapel shall be responsible for any damage caused to Kamehameha Schools property as a result of his/her activities conducted in the Chapel and for any direct extraordinary custodial fees resulting from use of the facilities.</p> <p>There may also be the need for campus security to be used for parking. In the event that the service attendance will be large or scheduled during other school activities, the cost for security guards used for the service will be paid by the couple. The typical cost is normally \$150.</p>
<p>14. Resolving Disputes/ making exceptions</p>	<p>The Chaplain or Designate attempts to resolve all issues/disputes concerning a wedding service directly with the family. As needed, the Headmaster of the Kamehameha Schools –Kapalama is responsible for resolving any remaining disputes and for amending these procedures should the need arise.</p>

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C. INFORMATION ABOUT THE WEDDING SERVICE	
15. Order of Service	The ceremony must follow the approved Order of Service for Wedding Ceremony, which is sent to the couple with the initial information mailing. Requests for changes in the approved order must be received in writing four (4) weeks prior to rehearsal.
16. Children in Bridal Party	Children who are used in a bridal party as a flower girl or ring-bearer should be at least five years of age. They should be mature enough to calmly walk down the aisle without adult assistance or supervision.
17. The Program	Couples who plan to print a program for the ceremony should submit a copy for approval at least two (2) weeks in advance of the ceremony. The official church bulletin cover must be used for all programs at the Chapel.
18. Music Guidelines	The couple should discuss their music preferences, including their choice of vocalist and music, with the Chapel Staff. As the music selected should add dignity and spirituality to the service, Kamehameha Schools reserves the right of final approval of the music selections. While every effort will be made to accommodate the family's wishes, given the quality and complexity of the Chapel's pipe organ, only the Chapel Organist or Designate is allowed to play the organ. Please read "Guidelines for Music"
19. Flowers	It is suggested that a single floral arrangement be used on the altar. Pew decorations may be hung from the pews using materials that will not scratch the koa wood. The wedding party is responsible for removing pew decorations and for sweeping up any petals used by the flower girl before leaving. Any flower petals placed/sprinkled on the aisle runner must be silk/synthetic. Real flower petals are not allowed because of potential staining of the carpet runner.
20. Other Set-Up Information	<ul style="list-style-type: none"> ▪ Families are not allowed to do any stapling, tacking, taping, nailing, gluing or any other form of temporary construction in the Chapel. ▪ Using hangers on the pews is prohibited. Pew decorations may be hung from the pews using materials that will not scratch the koa wood. ▪ To keep the Chapel area free of litter and/or birds, families are encouraged to forgo the tradition of tossing birdseed, rice, or confetti. ▪ No synthetic bubbles permitted inside or outside of the Chapel. ▪ Specific questions should be directed to the Chapel Staff, or wedding coordinator on the day of the wedding.
21. Photos & Videotaping	<ul style="list-style-type: none"> ▪ Only the official photographer may take photos during the ceremony. These photos must be non-flash and taken from the approved areas of the Chapel . ▪ The photographers may pose the couple or others and use flash either before or after the ceremony. ▪ Videotaping is permissible at approved areas of the Chapel (refer to diagram). ▪ Photographers should be dressed appropriately. ▪ Photographers should not roam through the Chapel at will, nor walk on the chancel platform or move furniture at any time. ▪ The time allowed for photographs should fall into the hour allotted before and after the ceremony. We cannot allow extra time at the request of the photographer. ▪ We request that guests refrain from taking pictures or videos with personal cameras during the ceremony. ▪ Refer to "Guidelines for Photography & Videography" <p><i>The Bishop Memorial Chapel staff may suspend further photography and videotaping if the guidelines are not followed, and intervention is necessary.</i></p>

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22. Limousines	Limousines are not permitted into the chapel courtyard. All vehicles must remain in the parking lot. Alcoholic beverages are prohibited on campus, including having it served in limousines on campus. Couples are responsible for informing the limousine service of this policy.
23. Alcohol & Drug Policy	Kamehameha Schools-Kapalama is a drug free campus. It is the policy of Kamehameha Schools to prohibit the possession, distribution and/or use of intoxicating liquor, marijuana or other non-prescription drugs on campus.

We have read and understand the ***Guidelines for Weddings at the Bernice Pauahi Bishop Memorial Chapel*** and further agree to be bound by the policies set forth therein.

Signature of Bride: _____ Date: _____ / _____ / _____

Signature of Groom: _____ Date: _____ / _____ / _____