MARRIAGE AT LMU

All marriages at Loyola Marymount University must take place in Sacred Heart Chapel.

LMU's Sacred Heart Chapel exists as a Roman Catholic chapel for our LMU students during their years of study on the Bluff. It is not a regular parish. The Archdiocese of Los Angeles has authorized LMU to offer regular celebration of the Eucharist and Reconciliation/Penance in Sacred Heart Chapel. All other sacraments (Baptism, Confirmation, Marriage, etc.) require permission from the Archdiocese of Los Angeles. Permission is granted under very specific guidelines.

ELIGIBILITY

Full-time LMU undergraduate and graduate students, Loyola Law School students, and university faculty and staff are eligible to celebrate a Catholic marriage in the Chapel of the Sacred Heart or in one of the other university chapels.

Alumni weddings are permitted as well, however they must be celebrated no later than five years following graduation.

Wedding reservations are accepted twelve months prior to the wedding date. Wedding reservations are not accepted within six months of the wedding date.

PREPARATION

Marriage Preparation as laid out by the Archdiocese of Los Angeles is required for all engaged couples to assess their readiness for marriage and to assist their deeper understanding of marriage as a vocation, a covenant and a sacrament. Because the Chapel of the Sacred Heart is not a parish, Loyola Marymount does not provide the Marriage Preparation process. Couples who decide to wed at Loyola Marymount are required to go through the Marriage Preparation process in their home parish.

To begin the process of reserving the chapel and planning your wedding liturgy at Loyola Marymount, please contact Fr. John Galvan, SJ to discuss your wedding plans. Fr. Galvan can be reached at: 310.338.7534 or at John.Galvan@lmu.edu

The couple will need to provide the following:
1. The completed forms found in the Wedding Packet which is available on the Campus Ministry website. http://mission.lmu.edu/ministry/baptismmarriage/
2. Baptism and First Communion certificates. (Confirmation certificates if possible.)
3. Name of the Priest or Deacon who will preside at the ceremony.
4. Certificates of completion of the Marriage Preparation courses.

Each individual wedding requires the permission of the local bishop. Every wedding reservation is tentative pending the bishop’s approval and the couple’s submission of all necessary paperwork.

Once your wedding is scheduled and the chapel is reserved, our wedding coordinator and music coordinator will assist you with planning your wedding liturgy. The chapel staff and wedding coordinators are regularly available to assist you with any needs you may have in preparing for your wedding at Loyola Marymount.
**LMU CHAPEL REGULATIONS FOR WEDDINGS**

Campus Ministry
Loyola Marymount University
One LMU Drive MS 8445
Los Angeles, CA 90045

**Please forward this information to your guests and vendors.**

Sacred Heart Chapel is the spiritual center of the LMU campus. Since 1953, it has served as an icon of the university and represents LMU’s vision of a holistic education which includes mind, body and spirit.

Since you are asking for your marriage to take place in the chapel, it is obvious that you recognize the sacred nature of the space. Great care should be taken to insure the beauty and seriousness of your ceremony. It is your responsibility to inform your guests and vendors of your desire that they respect this space in every way.

These regulations are established to insure the appropriate atmosphere for your wedding. Obviously, if any of the regulations are violated, you forfeit your deposit. But more significantly, you or others lessen the special character of this important ceremony.

1. **FEES**
   The fee for the use of the Chapel of the Sacred Heart for your wedding is **$1,750.00**. This includes a basic fee of $1,250.00 and a refundable $500.00 security/cleaning deposit. **Any violation of the following policies or procedures will result in the forfeiture of your security deposit.**

   Additional Fees for weddings:
   - The Stipend for Musicians will be paid directly to the Associate Director of Music
   - The Stipend for the Wedding Coordinator will be paid directly to the Wedding Coordinator
   - A Stipend will be paid for the Acolyte
   - It is also customary to offer the presiding priest a stipend for witnessing your wedding

2. **Wedding Start Time**
   - Weddings are expected to begin at their scheduled times. Other weddings or services may be scheduled for the same day and it is essential that each wedding begin at the scheduled time.
   - If the wedding begins more than 10 minutes after the scheduled time the couple will forfeit the chapel security deposit.
   - Additionally, if the wedding begins much later, the ceremony may have to be shortened to accommodate the reservation time.
   - Please be considerate of your guests, your officiating priest, the musicians and our staff and assure yourself plenty of time to arrive at the chapel early.

3. **SAFETY**
   - Runners are not permitted down the mail aisle of the chapel;
   - No ribbons are permitted to connect between the pews;
   - No balloons are permitted in the chapel;
   - No rice, flower petals, birdseed, confetti or bubbles may be thrown inside or outside of the chapel. (These items are a genuine safety hazard.)
4. **PHOTOGRAPHERS**
Photographers should not move around the chapel during the ceremony and should not walk or stand in the main aisle for pictures during the wedding. Flash photography may not be used. You are responsible for the conduct of all of your guests. If you have any questions about appropriate behavior, please contact Fr. John Galvan, S.J. at 310. 338.7534.

5. **VIDEOGRAPHERS**
If you are planning on having a video photographer, he or she may only use one video camera, which should be stationary outside of the sanctuary. No additional lights may be used to videotape the ceremony.

6. **FLORAL ARRANGEMENTS**
No more than three floral arrangements are allowed in the chapel. When applicable, one may be placed at the base of the main altar, two others in the front of the podia or on stands on either side of the altar. The chapel does not provide stands for flower arrangements. The floral piece in front of the altar may be left as a gift to the chapel, if you wish. Small floral arrangements or bows may also be placed on the end of the pews with the use of plastic hooks (provided by your florist) that hang on the end of the pews. No tape/adhesives can be used. Please instruct your florist to deliver the flowers no sooner than one hour before the ceremony, unless special arrangements are made. It is also your responsibility or that of your florist to remove any decorations from the pews after the ceremony. If your florist does not comply with these regulations, your deposit will be forfeited.

7. **FOOD AND/OR DRINK**
No food, drink (other than water), chewing gum or alcohol is permitted in the Chapel. There are absolutely no exceptions to this regulation.

8. **ARRANGEMENT OF FURNITURE AND CHAPEL ITEMS**
Only the LMU Student Workers under the specific instructions from the Liturgy & Music staff are to move any chapel fixtures, i.e. chairs, candles, banners, etc. The Chapels are adorned specifically for each liturgical season. The environment is not to be altered, removed or changed in any way unless under the specific direction of a member of the Liturgy & Music Staff.

9. **MUSIC AND MUSICIANS**
The Rite of Marriage celebrated in Sacred Heart Chapel is a festive and solemn liturgical event. Thus the music for your wedding should come from the wealth of music that the church recognizes as appropriate for worship.

All music chosen should reflect the dignity and reverence of the occasion, and be consistent with the intent of the liturgy to express the Christian nature of love, faith and marriage. Music selected must be musically, liturgically and pastorally appropriate. In general, music from the Gather Hymnal or the Worship Hymnal is appropriate.

As you begin to discern the selection of the music for your wedding liturgy, please remember the following policies:

- Musicians for liturgy (vocalists and instrumentalists) must come from the current LMU music ministry team who work under the supervision and direction of Associate Director of Music, Chris de Silva. Guest musicians outside of LMU are not allowed.

- The couple should not make any prior arrangements in the hiring of musicians.

- All liturgical music decisions must be made in discussion with Chris de Silva.
• The minimum requirement for musicians at the wedding liturgy is a cantor (song leader) and a pianist or organist.

• Music played at the wedding liturgy is to be rooted in sacred scripture. Songs from popular culture are not permitted for use at Mass and should be saved for the reception.

• All musicians’ fees are to be paid in full one month prior to the wedding.

• Mass Programs/Worship Aids - Couples must submit a copy of the mass program/worship aid to Chris de Silva for approval, before printing. A final draft of the program must be completed and submitted a month before the wedding date.

CONTACT PERSONS IN CAMPUS MINISTRY
Malone Student Center, Suite 210
310.338.2860

Fr. John Galvan, S.J.
Campus Minister
Campus Ministry
310. 338. 7534
John.Galvan@lmu.edu

Silvia Rincon
Administrative Assistant
Campus Ministry
310. 338. 2870
srincon@lmu.edu

Chris De Silva
Wedding Music Coordinator
Campus Ministry
(310) 338-2976
Christopher.deSilva@lmu.edu
CHAPEL WEDDING REQUEST FORM

Campus Ministry
Loyola Marymount University
One LMU Drive MS 8445
Los Angeles, CA 90045

Today’s Date: ____________________

FOR OFFICE USE ONLY:
Office Manager ____________________
Campus Minister ___________________

Please turn this form in as soon as possible to Campus Ministry, so your request may be processed in a timely manner.

Request Use of:  ■ Chapel of the Sacred Heart  ■ Huesman Chapel  ■ Leavey Chapel

Date of Wedding: _______________ Day: _______________ Actual Event Time: __________
Reservation Begin Time: __________ End Time: __________

Presider/Priest/Deacon: __________________________

*Contact Person: __________________________

Email Address: __________________________ Contact Phone: __________________________

Mailing Address: __________________________________________________________________________________________

FEES:

Weddings
The fee for use of the Chapel of the Sacred Heart is $1,750.00 (this includes a fee of $1,250.00 and a refundable $500.00 security/cleaning deposit).

Additional Fees:  • Stipend for Musicians  • Stipend for Wedding Coordinator  • Stipend for Acolyte  • Stipend for Deacon/Priest

*AGREEMENT & SIGNATURE (to be signed by Contact Person)
I have read, understand and agree to the Chapel Regulations (as stated above). I have also shared the Chapel Regulations with my vendors and guests, and I understand that I am responsible for any violation of the aforementioned regulations by myself, my party, vendors and/or guests.

Signature: __________________________ Date: _______________

APPROVAL
Rev. John Galvan, S.J.: __________________________ Date: __________

FOR OFFICE USE ONLY:
Cleaning/Security Deposit  ■  Reservation Entry  ■  Confirmation Letter  ■
MARRIAGE INQUIRY FORM
Loyola Marymount University
Campus Ministry Department
Malone Student Center
One LMU Drive MS 8445, Los Angeles, CA 90045

Name of Priest (who will witness marriage): ____________________________________________________________

Priest’s Address: ____________________________________________________________________________________

Telephone: ___________________ Priest’s Parish: ______________________ City: ____________________________

Will Mass be celebrated with the Ceremony?  Yes ☐ No ☐

To the Presider: By agreeing to witness this marriage and by signing this form, you agree to see that this couple is properly and adequately prepared for the sacrament by shepherding them through the pastoral process. All required documents for the celebration of the sacrament will be collected, maintained, and submitted for registration to Saint Anastasia Parish by Campus Ministry at LMU.

____________________________________________________
Signature of Priest

PLEASE PRINT BELOW. ANY CHANGES SHOULD BE MADE KNOWN TO CAMPUS MINISTRY IMMEDIATELY.

Name of Bride: ___________________________  Religion: ___________________________

Local Address: ______________________________________________________________________________________

Local Phone: ___________________ Work Phone: ________________________________

Parents’ Address: ____________________________________________________________________________________

Phone: ___________________ Graduation Date from LMU (if applicable): ________________

Bride is worshipping at ___________________________  Parish Priest: ___________________________

Name of Groom: _______________________________  Religion: ___________________________

Local Address: ______________________________________________________________________________________

Local Phone: ___________________ Work Phone: ________________________________

Parents’ Address: ____________________________________________________________________________________

Phone: ___________________ Graduation Date from LMU (if applicable): ________________

Groom is worshipping at ___________________________  Parish Priest: ___________________________

REHEARSAL: Time: _______ Month: __________ Day: ___________ Year: __________

WEDDING: Time: _______ Month: __________ Day: ___________ Year: __________

Wedding times are: Friday: 6:00 p.m.  Saturday: 10:00 a.m., 1:00 p.m., 4:00 p.m., 7:00 p.m.  No weddings occur on Sunday.

TO COMPLETE RESERVATION:
1. Arrange a meeting with Fr. John Galvan, S.J. to discuss your wedding and receive approval for the wedding to take place.
2. The full amount of the fee is made at the time of reservation.
   It is also customary that the wedding party gives a stipend to the presiding priest on the day of the wedding.

Once the reservation is complete, you will receive a letter of confirmation specifically indicating approval of your tentatively reserved date from the Office of Campus Ministry.

FOR OFFICE USE ONLY:
Chapel Donation ☐  Cleaning/Security Deposit ☐  Reservation Entry ☐  Confirmation Letter ☐
Check List for Sacramental Paperwork
for Weddings at Loyola Marymount University

☐ Letter Requesting Permission from Bishop Edward Clark.

☐ Recently Issued Baptism Certificates.
   (The bride and groom need to submit sacramental certificates. The certificates
   must be dated within six months of the initial meeting with Fr. John Galvan, SJ.)

☐ First Communion Certificates.
   (The bride and groom need to submit sacramental certificates.)

☐ Confirmation Certificates.
   (If the bride and groom are confirmed they need to submit sacramental certificates.)

☐ A Copy of the Engaged Encounter / Pre-Marriage Program Certificate.
   (The certificate is issued to the couple at the completion of the course)

☐ Pre-nuptial Witness Forms - Letters of Freedom.
   (The bride and groom must each submit two forms from two different witnesses. It is preferable
   that the witnesses be parents or other close family members.)

☐ The Pre-Nuptial Inquiry.
   (This form must be filled out by the presiding priest or deacon while meeting with the couple)

☐ Necessary Dispensation Forms.
   (If either spouse is non-Catholic or non-Christian, or for other particular situations)

☐ Marriage License from any California County.

☐ Stipend for Musicians
   (Please make check payable to Chris de Silva, Associate Director of Music)

☐ Stipend for Wedding Coordinator
   (Please make check payable to your LMU assigned wedding coordinator.)

** PLEASE NOTE **

Copies of all sacramental paperwork (with the exception of the marriage license)
must be submitted to the Office of Campus Ministry at least 1 month before the wedding.