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

Tel: 310.338.2860
Fax: 310.338.1845
Email: ministry.lmu.edu

MARRIAGE AT LMU

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://www.lmu.edu/about/Campus_Ministry/Infant_Baptism_and_Marriage.htm
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

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****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 FOR MARRIAGE

Sacred Heart: The fee for the use of the Chapel of the Sacred Heart for your wedding is **$1,700.00**. This includes a fee of $1,500.00 and a refundable $200.00 security/cleaning deposit.

Other University Chapels: The fee for the use of Mary, Huesman or Leavey Chapel is **$250.00**.

2. SAFETY

a. Runners are not permitted down the mail aisle of the chapel;
b. No ribbons are permitted to connect between the pews;
c. No balloons are permitted in the chapel;
d. No rice, flower petals, birdseed, confetti or bubbles may be thrown inside or outside of the chapel. (These items are a genuine safety hazard.)

Any violation of these rules will result in the forfeit of the deposit.

3. 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.

Any violation of these rules will result in the forfeit of the deposit.

4. 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.

Any violation of these rules will result in the forfeit of the deposit.

5. 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.

6. 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.

7. 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.

8. MUSIC AND MUSICIANS

Sacred Heart Chapel does not provide musicians for your ceremony. However musicians require the permission of the Wedding Music Coordinator to perform. Please contact Christopher De Silva at (310) 338-2976 to discuss and approve your music choices. Mr. De Silva can also help you select and hire an instrumentalist and vocalist. Please do not make any musical arrangements including instrumentalists or vocalists without Mr. De Silva's approval.

CONTACT PERSONS FOR 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

Christopher De Silva
Wedding Music Coordinator
Campus Ministry
(310) 338-2976

CHAPEL WEDDING REQUEST FORM

Revised 9/2013

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

Tel: 310.338.2860
Fax: 310.338.1845
Email: ministry.lmu.edu

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: _____** **Reservation End Time: _____**

Presider/Priest/Deacon: _____

*Contact Person: _____

Email Address: _____ Contact Phone: _____

Mailing Address: _____

FEES:

Weddings
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The fee for the use of Mary, Huesman or Leavey Chapel is **$ 250.00**.

***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

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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.
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_____
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 worshiping at _____ Parish Priest: _____

Name of Groom: _____ **Religion:** _____

Local Address: _____

Local Phone: _____ Work Phone: _____

Parents' Address: _____

Phone: _____ Graduation Date from LMU (if applicable): _____

Groom is worshiping 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 ☐