



Kennedy Chapel / Dressing Room Guidelines - Wedding

- Smoking and alcoholic beverages are prohibited on the campus of Oral Roberts University.
- The facilities are available to rent for weddings and receptions.
- The seating capacity of Kennedy Chapel is 180. The Chapel is handicap accessible with wheelchair seating behind the last row on the left side.
- A Conference & Event Services staff member will be present in the building during the times that it is rented. This staff member will be able to answer any questions that may arise.
- Absolutely no food or drinks are allowed in Kennedy Chapel; allowable in Dressing Rooms.
- Flame burning candles are not allowed. ORU CES has dripless candles available for rental.
- Items on pews may only be tied or hooked over the edge. Nothing should be attached with tacks, nails or tape to the walls or pews.
- The use of white sticky tack is allowed, but must be completely removed by those renting the facility immediately after the event.
- Plants and flowers are acceptable as long as measures are taken to prevent water drainage. No decorations or lights may be placed on the greenery provided in Kennedy Chapel.
- Rice and confetti may not be used. Birdseed may only be thrown outside the building.
- The wedding party will be allowed access to the back drive of Christ's Chapel. The Conference & Event Services office will issue access to the chapel gate and drive. Parking in the chapel lot is only for the immediate wedding party, and the parents of the bride and groom.
- An Audio Services team member is available to facilitate your audio visual needs. Use of any ORU audio visual equipment or sound equipment is prohibited without the consent of an ORU Audio Services Technician.

By signing below, I agree to follow all the above listed guidelines and acknowledge that any violation of these guidelines can result in the event being terminated immediately or additional charges.

Client

Director

Printed Name

Printed Name

Date

Date