

Planning your  
**Sharp Memorial Chapel**  
Wedding



Revised: May 27, 2013

Sharp Chapel  
The University of Tulsa  
800 South Tucker Drive  
Tulsa, OK 74104  
Fax: (918) 631-2066

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[mary-mckee@utulsa.edu](mailto:mary-mckee@utulsa.edu)  
918-631-2546

## Welcome!

The staff at Sharp Memorial Chapel has compiled this wedding packet for your convenience. We hope it will be a valuable resource as you make your wedding plans. The packet contains answers to several frequently asked questions. Also included are specific **policies** and **guidelines** set forth by The University of Tulsa governing campus conduct and the use of Chapel facilities. ***These are to be strictly followed.*** Additionally, a letter from the Sharp Chaplain, Jeffrey C. Francis, is to be given to your minister **before** your scheduled rehearsal and wedding date.

After reviewing this packet, we encourage you to call Mary McKee for reservations (918-631-2546) or with any questions. Sharp Chapel office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

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### ATTACHMENTS

Letter to Ministers

List of Available Ministers

Wedding Planning Worksheet  
(To be returned 30 days before wedding)

## Answers to Frequently Asked Questions About Sharp Memorial Chapel

### Q1: Who may rent Sharp Chapel?

Sharp Memorial Chapel is available for weddings to members of the university community (students, faculty, staff, alumni and trustees) for their use and for the use of their immediate families (father, mother, sister, brother, grandparents, children), **when the university and chapel calendars permit**. Reservations are made on a first come, first served basis. Reservations for the year 2013 are currently being accepted. Reservations for the year 2014 will not be accepted until Monday, June 17, 2013, at 8:00 a.m. At that time, Sharp Chapel will begin taking reservations from current students and those students who have graduated from the University of Tulsa within the last year. We will begin accepting reservations from Alumni, Faculty, Staff, Trustees and their immediate family members on Monday, June 24, 2013, at 8:00 a.m.

### Q2: How much does it cost?

The rental fees for use of chapel facilities are determined by the couple's affiliation with the university. Checks for rental fees should be made payable to The University of Tulsa. Please include the bride's name and the date of the wedding on the check.

## RENTAL FEES

<u>Sanctuary</u>	\$250 Current Students faculty & staff \$500 Alumni; former faculty & trustees
<u>Prayer Chapel</u>	\$125 Current Students faculty & staff \$250 Alumni; former faculty & trustees
<u>Dressing/Private Waiting area**</u> (Canterbury Suite, 2 <sup>nd</sup> floor – NO FOOD)	\$75 Current Students faculty & staff \$75 Alumni; former faculty & trustees
<u>Josephine P. Sharp Reception Suite</u> (Reception, 1 <sup>st</sup> Floor)	\$250 Current Students faculty & staff \$400 Alumni; former faculty & trustees
<u>Buford Atrium</u> (Reception/food serving only)	\$125 Current Students faculty & staff \$200 Alumni; former faculty & trustees

\*A student who is married within the year of his/her graduation will be charged the current student fee.

\*\*The first floor Ladies room is available as a dressing area at no additional charge. The Canterbury Suite is a large room on the second floor with a long, interior glass wall that is secured with existing mini-blinds. The second floor rest rooms can be used in conjunction with the Canterbury Suite.

The rental fees include both the wedding and the rehearsal time. Organists and/or other musicians are paid directly by the bride and groom. Honoraria for clergy are left to the discretion of the couple and minister performing the wedding. While honoraria are not fees, they should generally be budgeted in with other wedding expenses. A **non-refundable** deposit of \$100 is due at the time the facility is scheduled; complete payment of fees is due one month prior to the wedding.

### **Q3: How many people does the chapel hold & what facilities does it have?**

The sanctuary seats approximately 250-280 people; 250 on the main floor and 20 to 30 in the balcony. The sanctuary aisle is 75 feet long. There are a total of 38 pews on the main floor, 19 on either side of the center aisle. The walls are brown and buff colored stone. The floors are blue and grey slate. The wooden Tudor arches of the sanctuary extend 42 feet above the floor.

A concert baby grand piano and an organ are available in the sanctuary. The organ was designed and installed by the Schantz Organ Company of Orrville, Ohio. It has three manual consoles with 33 stops, for a total of 1,750 pipes and a set of 25 Deagan Chimes. The pipes and chimes are placed behind screens at either side of the great Chancel Window. They include classic flute and reed choruses, often used in 18th century compositions as well as some of the more recently developed tone colors for playing 19th century and contemporary works. For guidelines about selecting music and organists, see Q5 on page 5.



**Atrium**



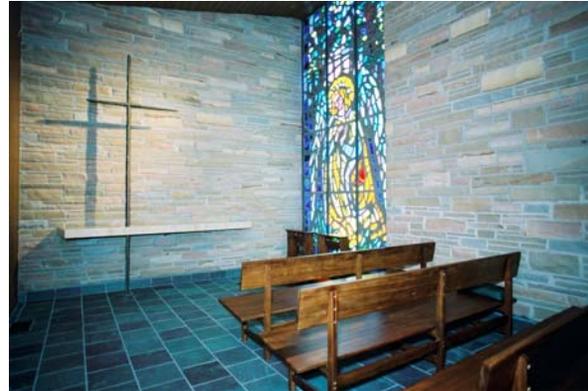
**Sanctuary**

The prayer chapel seats approximately 20 people, with four pews that may be arranged to suit the couple's preferences. The Josephine P. Sharp Reception Suite will accommodate up to 30 seated guests or 50 standing guests. The Buford Atrium will accommodate up to 50 standing guests. For information about other reception areas available on campus, contact Sharp Chapel, 631-2546. University policy dictates that

catering for all events on campus must be provided by the Dining Services Department. For catering information, contact Leisa Taylor, Dining Operations Assistant, at 631-2145.



Seminar Room (Ladies Dressing)



Prayer Chapel

There is no private space provided for the groom and groomsmen to dress. The bridal party may use the public ladies room at no additional charge. For an additional fee the bridal party may reserve the Canterbury Suite on the second floor for waiting or dressing. The ladies room on the first floor is equipped with a large mirror for dressing and make-up.

#### Q4: May we select our own minister?

Couples are responsible for selecting and contacting the minister of their choice. Clergy or other properly recognized public officials who are registered with the County Clerk's office are eligible to officiate at weddings in the Chapel. Should the couple wish to have a minister from outside the state of Oklahoma perform the ceremony, that person is **required** to register his/her credentials with the County Court Clerk's office. The minister must either present credentials at the clerk's office or mail a copy of credentials with a stamped, self-addressed envelope for return of book and page number to be used for the marriage license. Any further questions may be directed to the County Clerk's office at 918-596-5452.

#### Q5: What are your rules about organists, musicians and sound systems?

The couple is responsible for securing services of musicians for the ceremony. Decisions about music for the ceremony should be made in consultation with the minister conducting the service and the contracted musician(s). *No large stereos or speakers may be added to the Sharp Chapel sound system. "Boomboxes" and small stereos may be brought in. **Limit of one CD** to be played through the Sharp Chapel Sound System. Only organists who are approved by the University may play the organ for weddings in Sharp Chapel.* A list of organists approved by the University is located on Page 9.

The Chapel's Baby Grand piano is available for use. Anyone may play the piano. Couples may also consider the use of a string quartet or harp.

## **Q6: What are your rules about photography?**

The couple may select a photographer of their choice. It will be important to include the photographer in planning when the wedding pictures should be taken, and what amount of time should be allowed. For example, if wedding pictures are to be taken immediately after the ceremony, time should be allowed for the guests to leave the sanctuary and at least one half hour must be allowed for the photography. And, some time should be allotted to remove gifts, clothing, and all remaining personal property from the building. It is therefore recommended that the wedding begin no later than one and one half hours from the start of the three-hour time period.

Any flash pictures should be taken before and after the ceremony. Please use existing light only during the wedding service, to minimize disruptions.

Video cameras may be stationed in the balcony and on either side of the chancel area. The camera in the chancel area should be on a stationary tripod to avoid movement that might distract from the ceremony.

## **Q7: What are your rules about using the Josephine P. Sharp Reception Suite?**

The Josephine P. Sharp Reception Suite is available to rent for receptions. The fees vary depending on the couple's affiliation with the university (see Q2 on page 3 of these guidelines). The Josephine P. Sharp Reception Suite will accommodate up to 50 people. **Wedding receptions held in the Chapel must be catered by the University Dining Services Department.** (The wedding cake may be brought in by the wedding party.) Catering arrangements and details are available through Sodexo Catering at 631-2145.

**NOTE: University policy forbids the serving and/or consumption of alcoholic beverages on the Chapel premises.**

### **Josephine P. Sharp Reception Suite**



## Q8: What are your rules about decorating the Chapel?

The bride and groom may use the florist of their choice. The following guidelines will help with planning the decoration and use of Sharp Chapel for a wedding.

- ✿ **Furniture**, (pulpit, lectern, pulpit chairs, tables, etc.) and/or **Symbols** (Bible, Baptismal font, candlesticks, etc.) may not be moved or displaced in any manner. This rule is non-negotiable, NO EXCEPTIONS!
- ✿ The **communion table/altar** may not be decorated. Communion may be served during your wedding service. Since this is a ritual and sacrament of the church, it is appropriate for these elements to be placed on the Holy Table. The elements are provided by either the couple or the minister/priest. **If sacramental wine is used, it must be furnished by the minister/priest.**
- ✿ **No tacks, nails, wires, metal, tape or similar harmful items** are to be used to attach flowers, ribbons, or other items to pews, walls or other furniture.
- ✿ **The number of candelabra is limited to 3.** This does not include the use of a unity candle. No lighted candles are to be carried in the Sanctuary. The university does provide two brass candle lighters. Persons lighting candles must be at least 12 years of age and/or over 5 feet tall. Candles or hurricane lamps are not to be attached to the pews or used in the aisles nor may they be placed in the windows. Lighted candles are to be used in the chancel area only.
- ✿ Please inform your florist of the specific three-hour time block for which you have rented the Chapel. **Please do not ask permission to come in earlier than the specified time. It is not possible due to other scheduling commitments.**
- ✿ The building will be unlocked at the beginning of the three-hour time block for which you have rented the Chapel. Please do not ask permission to come in earlier than the specified time. It is not possible due to other scheduling commitments. All personal and rented items must be removed prior to locking the facility at the end of the three-hour time block. If your reception is to be held on campus at a location other than Sharp Chapel all personal property should be removed from the Chapel before departing for the reception.

- ✿ **The University of Tulsa assumes no responsibility for articles or equipment left unattended during or after the wedding and reception.** Any articles found following your wedding/reception, will be given to the Chaplain's Office. Call 631-2546 to check on lost articles.
- ✿ Smoking is not permitted anywhere inside the chapel building.
- ✿ **Food and beverages are not allowed in any part of the Sanctuary or Prayer Chapel. University policy forbids the serving and/or consumption of alcoholic beverages on the Chapel premises.**
- ✿ Makeup may only be applied in the women's restroom area.
- ✿ Birdseed, rice and/or real rose petals are **not** to be thrown or scattered inside or outside of building. (We allow silk rose petals to be scattered in the aisle by your flower girl if desired.)
- ✿ The rules presented in these guidelines apply to all individuals associated with your wedding.

Sharp Chapel accommodates handicapped visitors, with an automated double doorway on the South side of the Buford Atrium and with widened stalls in the public restrooms.

### **Q9: Where may we park?**

A map showing the campus location of Sharp Chapel is included in this wedding packet.

Suggested parking areas include:

- The Westby Center Lot at 7<sup>th</sup> and South Evanston
- The ACAC Visitor Lot on 5<sup>th</sup> Place between Florence and Gary
- The McFarlin Lot at East 5<sup>th</sup> Place and South Florence

Visitors to the University of Tulsa campus may park in any legal parking space (no red curbs, no handicap spaces, please!). In the unlikely event that anyone in your party is ticketed while parked in a legal space in a campus lot, contact the Chaplain's Office at 631-2546.

# Sharp Chapel Organist/Pianist list

## Suggested Guidelines:

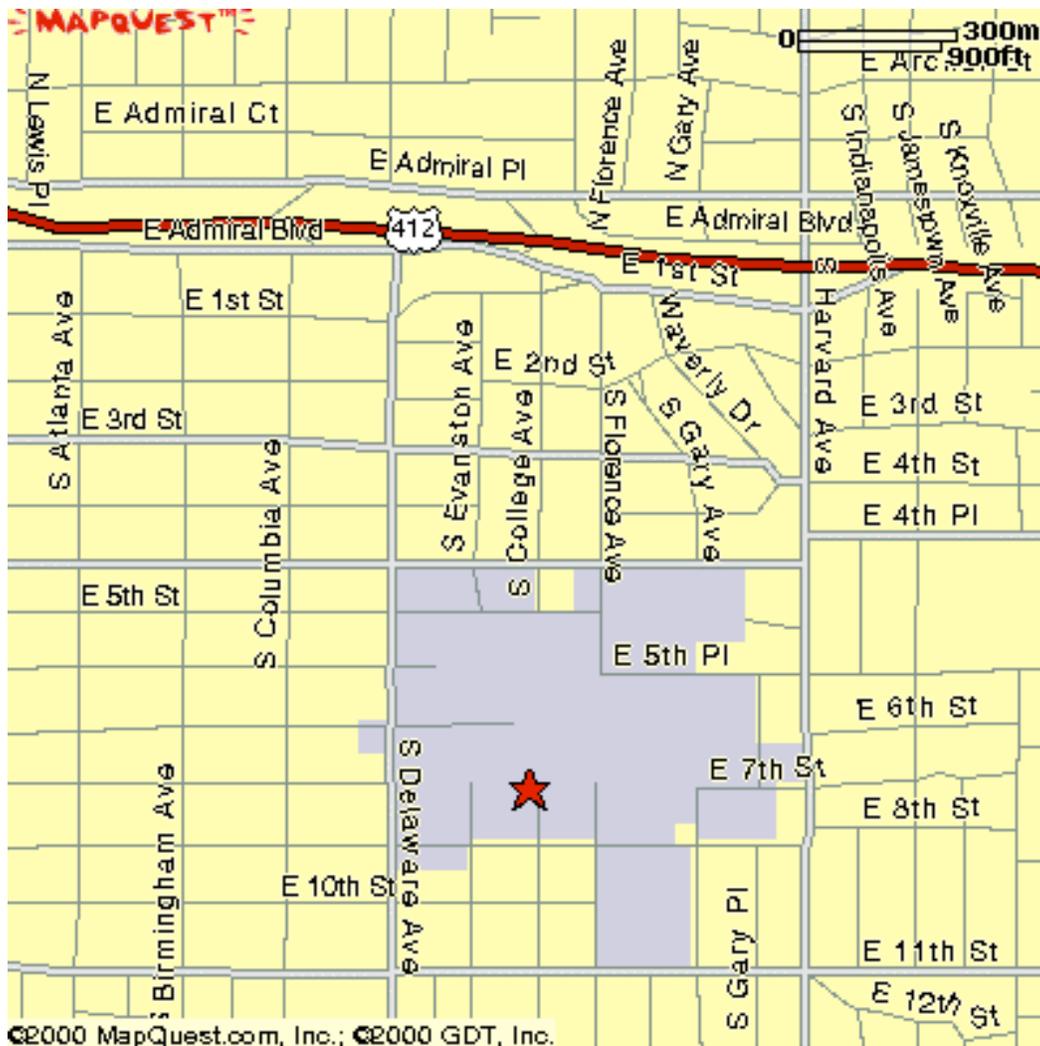
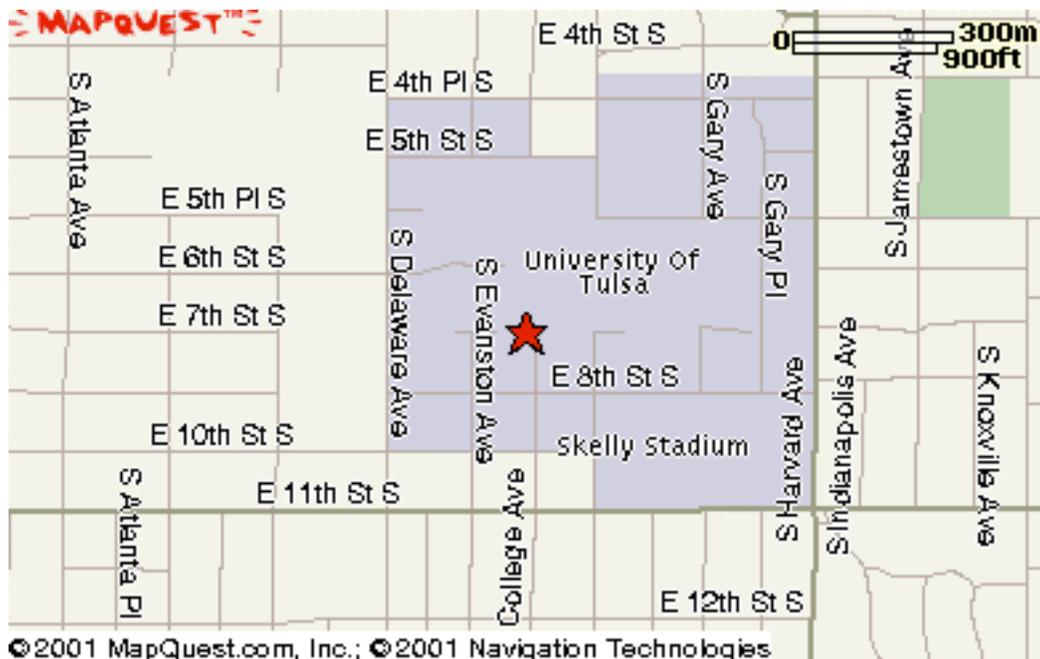
1. A definite fee or honorarium should be agreed upon in advance of the rehearsal and wedding, based on the amount of time which will be required for music requested.
2. Make a commitment to the organist/pianist and abide by your decision. The honorarium agreed upon should be given to the organist or the pianist at the time of the rehearsal.

**NOTE:** The following organists have been approved to play for weddings in Sharp Chapel.

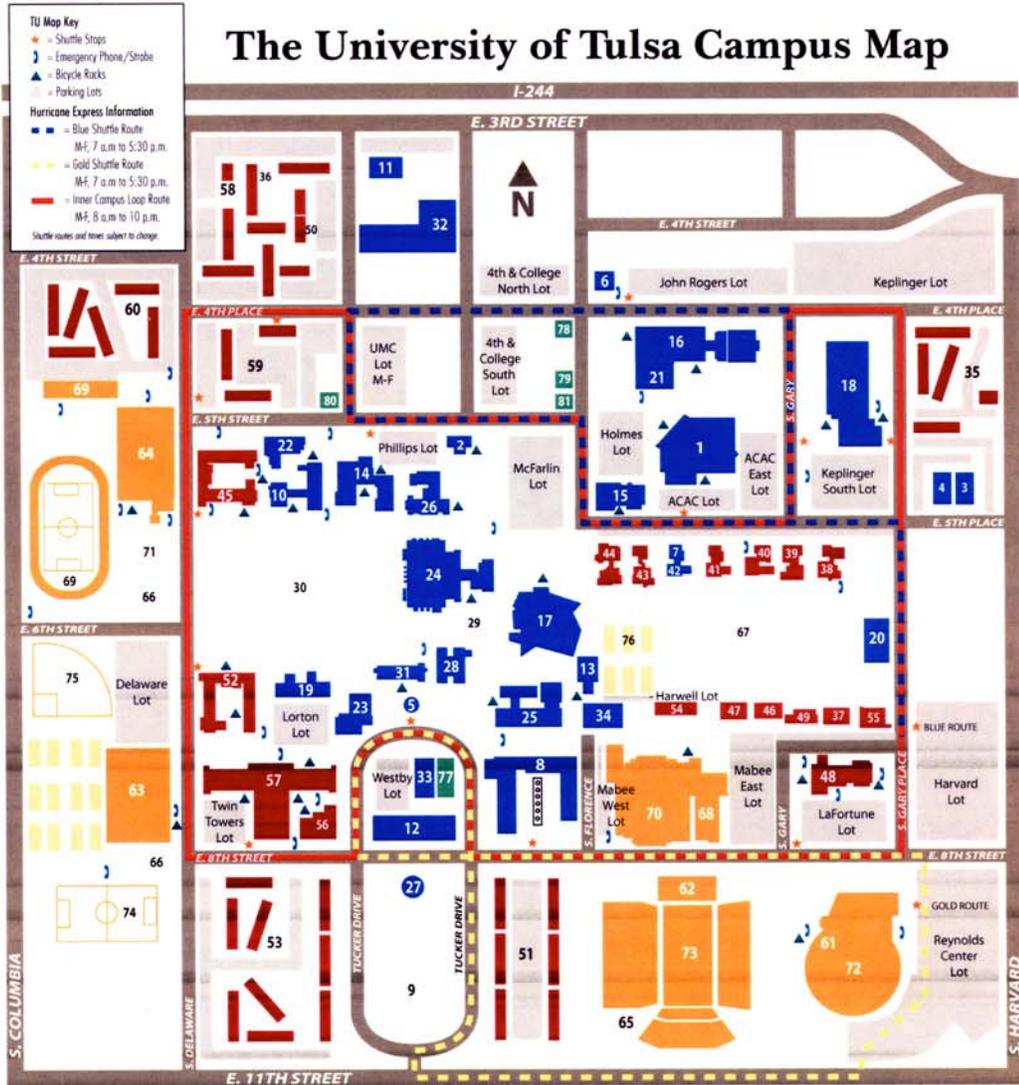
<u>Name</u>	<u>Home Phone Number</u>	<u>Work Phone Number</u>
<b>Bruce Wilkin</b>	(918) 645-8632 (cell)	
<b>Karen Rich</b>	(918) 743-0024	(918) 592-3633
<b>Susan Martin Weaver</b>	(918) 884-4144 (cell)	(918) 631-2535
<b>Carol Caffey</b>	(918) 747-1714	(918) 494-7088
<b>Alta Selvey</b>	(918) 438-2582	
<b>James Gregory</b>	(918) 585-5415	(918) 631-2849
<b>Jeanette Maxfield</b>	(918) 587-2202	(918) 834-4800
<b>Steve Fischer</b>	(918) 237-2901	
<b>Rick Fortner</b> (piano only)	(918) 749-4959	
<b>Greg Lynch</b> (strings only)	(918) 622-3007	
<b>Brava Quartet</b> (string quartet) Sara Richardson	(918) 230-6695	
<b>Mike Gibson</b>	(918) 630-0340 (cell)	(918) 274-3535

# Sharp Chapel/TU Maps

These maps may be reproduced as needed



# The University of Tulsa Campus Map



## TU MAIN CAMPUS

1. Allen Chapman Activity Center
2. Alexander Health Center
3. Annex East
4. Annex West
5. Bayless Plaza
6. Boesche Legal Center
7. Center for Global Education
8. Central Plant
9. Chapman Commons
10. Chapman Hall
11. Child Development Center
12. Collins Hall/Shaw Alumni Center/  
Whimsey Hall
13. Harwell Hall
14. Helmerich Hall
15. Holmes Student Center
16. John Rogers Hall
17. Kendall Hall
18. Keplinger Hall
19. Lorton Hall
20. Roxana Rozsa & Robert Eugene Lorton  
Performance Center (under construction)

21. Mabee Legal Information Center
22. Mary K. Chapman Center
23. McClure Hall
24. McFarlin Library
25. Oliphant Hall
26. Phillips Hall
27. Genave King Rogers Fountain
28. Sharp Chapel
29. Sharp Plaza
30. The U
31. Tyrrell Hall
32. University School
33. Westby Hall
34. Zink Hall

## STUDENT HOUSING

35. Brown Village Apartments
36. Hillel House
37. Honors House
38. House 1: Kappa Alpha Theta Sorority
39. House 2: Delta Gamma Sorority
40. House 3: Kappa Kappa Gamma Sorority
41. House 4: Kappa Delta Sorority
42. House 5: Student Housing

43. House 6: Delta Delta Delta  
Sorority
44. House 7: Chi Omega Sorority
45. John Mabee Hall
46. Kappa Alpha Fraternity
47. Kappa Sigma Fraternity
48. LaFortune House
49. Lambda Chi Alpha Fraternity
50. Language House
51. Lorton Village Apartments
52. Lottie Jane Mabee Hall
53. Mayo Village Apartments
54. Pi Kappa Alpha Fraternity
55. Sigma Chi Fraternity
56. Twin South Hall
57. Twin Towers Hall
58. University Square Apartments and  
Apartment Housing Office
59. University Square Apartments  
- South
60. University Square Apartments  
- West

## ATHLETIC FACILITIES

61. Athletic Ticket Office
62. Case Athletic Complex
63. Case Tennis Center
64. Collins Fitness Center
65. H.A. Chapman Stadium
66. Hardesty Sports & Recreation Complex
67. Harwell Field
68. Hurricane Athletic Building
69. Hurricane Track/Soccer Stadium
70. Mabee Gym/Athletics
71. Multi-Purpose Field
72. Reynolds Center
73. Skelly Field
74. Soccer Practice Field
75. Softball Field
76. Tennis Courts

## CAMPUS MINISTRIES

77. Baptist Student Center
78. Muslim Student Association Prayer House
79. Newman Center
80. United Ministries Center
81. Wesley Foundation



Dear Clergy:

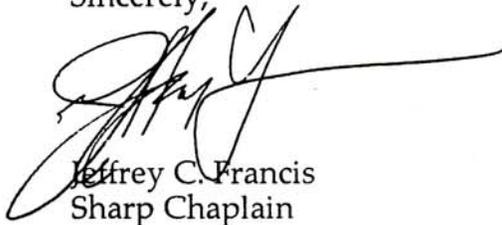
I am pleased to welcome you as a guest to the University of Tulsa as you officiate at the marriage of this couple.

Each couple who reserves Sharp Memorial Chapel for their wedding is given a copy of our policies and guidelines. We have asked them to share this information with you in order to avoid any last minute misunderstandings.

A university representative will be present at each rehearsal and wedding, and will be happy to answer any questions regarding our policies and procedures. *This person is charged with monitoring the use of the facility and is not employed as a wedding consultant, nor should this person be asked to conduct rehearsals for visiting clergy.* Please feel free to call the Chaplain's Office for information or assistance at 631-2546.

We appreciate your cooperation and hope you will enjoy conducting services in Sharp Memorial Chapel.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey C. Francis". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jeffrey C. Francis  
Sharp Chaplain

# Ministers Available for Weddings at Sharp Memorial Chapel

<b><u>Ministers Name</u></b>	<b><u>Church Affiliation</u></b>	<b><u>Phone Number</u></b>
*Dr. Jeff Francis	Presbyterian Sharp Chaplain	631-2546
Rev. Michael Homan	Presbyterian	584-4701
Steve Lewis	Southern Baptist	592-1500
M. Miles Henry	Non-Denominational	455-2470 494-3908

\* Available as schedule permits

