

**BEFORE COMPLETING THIS FORM, PLEASE CONTACT THE CHAPEL STAFF AT
(617) 627-3427**

**GODDARD CHAPEL, TUFTS UNIVERSITY
MEDFORD, MA 02155 (617) 627-3427**

CHAPEL RESERVATION

Basic information concerning reservation of the Chapel for weddings is included in the brochure which accompanies this reservation form. The Chapel Sexton is available to answer questions you may have about Chapel facilities.

ALL RESERVATIONS MADE BY TELEPHONE MUST BE CONFIRMED BY A COMPLETED RESERVATION FORM AND A PAYMENT WITHIN 30 DAYS OF THE ORIGINAL REQUEST. Fee and refund policies are outlined in the accompanying brochure as indicated under "Reservation Information" below. Checks should be made payable to The Trustees of Tufts College and mailed with the reservation form to the Office of the University Chaplaincy, Goddard Chapel, Tufts University, Medford, MA 02155.

RESERVATION INFORMATION (completed by Sexton)

PERSON RESERVING CHAPEL _____ TUFTS AFFILIATION _____

RESERVED WEDDING DATE & TIME _____ CEREMONY BEGINS _____ FEE _____

Are you having a receiving line? YES _____ NO _____

Are you taking pictures in the Chapel after the ceremony? YES _____ NO _____

You are reserving the Chapel for two hours. Within these two hours, you should be able to set up your floral arrangements before the ceremony and have the actual wedding ceremony. If you are having a receiving line or planning on taking pictures inside or outside the Chapel after the ceremony, please be aware that these require extra time and an additional fee. Please consult the Sexton before making payments.

Rehearsal dates and times are to be set by contacting the Chapel after the use of the Chapel has been confirmed.

PERSONAL INFORMATION (completed by the wedding couple)

Please print or type the following information. This information is confidential and will be shared with the clergy person you choose to officiate at your wedding:

BRIDE'S FULL NAME _____ GROOM'S FULL NAME _____

ADDRESS _____ ADDRESS _____

HOME/CELL PHONE _____ HOME/CELL PHONE _____

WORK PHONE _____ WORK PHONE _____

OCCUPATION _____ OCCUPATION _____

RELIGIOUS AFFILIATION _____ RELIGIOUS AFFILIATION _____

If one or both of you have been previously married, please indicate whether widowed or divorced:

BRIDE _____ GROOM _____

If one or both of you is a Tufts alumna/us, do you wish to have The Tufts Magazine notified of your marriage? Indicate "yes" or "no" _____.

Goddard Chapel has several clergy of various denominations affiliated with it. All are available to perform weddings in the Chapel. A party may invite a non-affiliated clergy person to perform a wedding in the Chapel. THE OFFICIANT MUST BE AN ORDAINED CLERGY PERSON IN ACTIVE OR RETIRED MINISTRY AND MUST BE ENDORSED BY A NATIONAL ENTITY AS WOULD BE RECOGNIZED BY U.S. MILITARY CHAPLAINCY. Please designate the clergy person who will be performing your wedding ceremony. PLEASE NOTE: Unless the Sexton indicates otherwise, no reservations can be confirmed without the clergy person's name, address and affiliation.

Name of Clergy person	Address	Religious Affiliation
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The Goddard Chapel Director of Music Dr. Janet Hunt. She is generally available to play the organ, piano, and carillon. She can also provide the names of other instrumentalists and singers. She can be reached at (617) 462-6996.

Name(s) of Musician(s)

Address(es)

Phone Number(s)