



Munger-Wilson Memorial Chapel Weddings- Policies and Procedures

- The reservation dates will not be scheduled and confirmed until the reservation application and deposit is received.
- Any cleaning fees beyond normal usage or damages to the building or furnishings will be charged separately following the conclusion of the event. Parties are responsible for removing all decorations and flowers promptly after the service.
- The university prohibits the use of bird seed rice, glitter, confetti, sparklers, or balloons inside or outside the chapel. Parties may use items such as bubbles or chimes.
- Use of tobacco products on campus (including e-cigarettes) are strictly prohibited.
- The consumption of alcohol is only allowed for wedding receptions, specifically, those alcoholic beverages served through our catering partner, Aramark. Alcohol may only be consumed in approved locations on campus. No outside alcoholic beverages are allowed on campus. Additional Security fees will be charged during receptions that serve alcohol.
- The furnishings in the Chapel shall not be moved without the supervision of university personnel.
- Outside food and beverages (with the exception of water) must be approved by the Director of Conference Services and the Office of the Chaplain and will be limited to the lower level of the chapel. Additional cleaning fees may be charged. Food and beverages ARE NOT allowed in the upper level of the chapel.
- Limited decorations will be allowed due to the historic nature of the sanctuary. We will discuss your plans and provide guidance on best practices for decorating in the chapel.
- There shall be NO tape, nails, adhesives, sticky tack, etc. used to hang items in inside the Munger-Wilson Chapel on any pews, walls, pulpit, lectern, communion table, or any other surface as they will damage these areas.
- We are able to provide 3 wireless handheld, 2 lapel, and the microphones at the pulpit and lectern to amplify sound. A sound technician will be provided to operate the sound system, such as monitoring microphone volume and quality. If the ceremony requires recorded music, the wedding party must provide their own audio playing device (MP3 player, CD, etc) and someone to operate the device during the rehearsal and ceremony. University staff will not be responsible for cuing music.
- On campus catering must be coordinated through our on campus foodservice provider, Aramark. University policy prohibits groups to use catering from other providers (with the exception of wedding cakes). Please coordinate with our catering manager, Micah Nourgard, for these needs at 479.754.3140 or visit <https://ozarks.catertrax.com/>

For more information about Weddings at the University of the Ozarks or to send a check made out to the U of O for your deposit, please contact:

University of the Ozarks - Conference Services
415 N. College Ave. Clarksville, AR 72830 / 479-979-1211/ mloving@ozarks.edu