



Weddings at the Ann and Alvin Rogal Chapel

The Rogal Family Chapel is located behind John Jay Center and across from the Nicholson Center. For purposes of the invitation, the Chapel address is:

Rogal Family Chapel
Robert Morris University
6001 University Boulevard
Moon Township, PA 15108

Reserving a Date and Time

To check the availability of a date and time and make reservations please call the Charles L. Sewall Center, Conference and Facility Services at (412)397-4445. A nonrefundable deposit is required to secure the date and time. (See fees)

When the Chapel May Be Used

Weddings are reserved according to a pre-set schedule on Saturdays. Other days and times may be available and will be scheduled for the same time allotments. A six-hour time allotment is scheduled for each wedding. If the wedding begins late the six hour allotment will not be changed.

One hour will be scheduled for rehearsal time the day prior to the wedding date. Again, if the rehearsal begins late the scheduled hour will not change.

If you would like more than the allotted time for your rehearsal, ceremony and photographs, you will be charged 15% of the total fee for each additional hour. Additional time requested will be available only if the Chapel schedule permits. We suggest that you request additional time when scheduling the use of the Chapel for your wedding if you feel you may need it; otherwise, another wedding may be scheduled immediately after yours.

The florist, photographer, and chapel staff require one-hour access time for set up. Adhering to the designated schedule ensures that each wedding receives its allotted time free of disruption.

Fees for 2013 – 2014

The charge for the use of Rogal Family Chapel is:

\$600.00 - if the bride, groom or parent is a Robert Morris University student, alumnus, faculty, staff or board member.

\$800.00 - if no affiliation with Robert Morris University

\$200.00 - deposit is required to secure the reservation. Remaining fee is due the day of the wedding. The deposit is nonrefundable and will include an additional \$100.00 if cancellation is less than 3 months prior to the wedding date.

Cancellations and Rescheduling

If the wedding couple needs to change a confirmed wedding date, they must select a new date from available dates and times for months that are already open. If no agreeable new date is available, it may be necessary to cancel and forfeit the deposit.

Authorized Ceremony

The Rogal Chapel is non-denominational and no clergy are directly affiliated with the Chapel. The wedding ceremony must be performed by a religious or civil officer. The wedding couple is responsible for securing the service of a religious or civil officer. The Campus Ministry Association members are available to assist you.

Chapel Staff and Guidelines

Our goal is to make the Chapel as accessible as possible, and to assure the most positive and pleasantly memorable experience for everyone using the Chapel.

- A member of the Conference and Facility Services staff is present at both the rehearsal and the wedding.
- Within the six hour time designation, the wedding party, guests, florists and photographers must be clear of the Chapel and grounds, and all automobiles must be removed. Remember, there is probably another wedding ceremony scheduled. (If wedding pictures are to be taken at the garden, an additional hour will be allotted for the wedding party at that location only)
- All decorations brought in for a wedding must be removed at the end of the ceremony. The limited time for placement and removal of decorations requires that they remain simple. Please keep in mind that the florist, decorations, arrival and seating of guests, reception line, etc., is included in this time allotment. Please provide sufficient help for the placement and removal of decorations within the allotted access and departure times.

- No flowers, petals, or other materials may be strewn down the aisle or on the aisle runner.
- No rice, confetti, birdseed or other materials may be thrown in the Chapel or on the Chapel grounds. To protect the beauty of the grounds and for environmental considerations, the releasing of balloons or birds is prohibited.
- It is the responsibility of the wedding couple to ensure that all personal property is removed from the Chapel premises immediately following the ceremony. Robert Morris University is not responsible for loss of personal property.
- Bows on end chairs must be attached with ribbons, rubber bands or elasticized thread; no wire, tape, tacks, or other adhesives may be used. Arrangements on metal or plastic clips may be used provided the clips are wrapped.
- An office is available in the Chapel in which the bride and her attendants may prepare prior to the ceremony.
- Although the University has no parking facilities adjacent to the Chapel, there is a parking lot within a short walking distance.
- The Chapel is handicap accessible and there is a circular driveway to drop off and pick up handicapped Chapel visitors.
- The Chapel seats approximately 120 people. Maximum number is 150, including bridal party.
- Photography is permitted before, during, and after wedding ceremonies at the Rogal Chapel.
- Microphones are available.
- Recorded music is permitted in the Rogal Chapel.



Wedding Fees 2013 - 2014

Rogal Family Chapel

- Available for ceremony and pictures only
- Robert Morris Family* \$600.00
- Public \$800.00
- (Six Hour Rental)

Charles L. Sewall Center

- The entire 3rd floor will be reserved for the wedding activities. (Smaller weddings may require less space and will be priced accordingly)
- Robert Morris Family* \$1,000.00
- Public \$1,400.00
- (7: 00 a.m. – 11:00 p.m.)

Rudolph Family Garden – at Massey Hall

- Pictures Only
- Robert Morris Family* free
- Public \$25.00 honorarium
- Must reserve through the Conference & Facility Services for availability (1 hour allotted for each group)

*Robert Morris Family = Students, Alumni, Faculty, & Staff
For questions or concerns please contact
Conference and Facility Services at 412-397-4445