Guidelines for Marriages in the University Chapels

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University Chapels

St Salvator’s Chapel

St. Salvator’s is the large Chapel on North Street and it seats approximately 180 in the nave with an additional 110 in the ante-Chapel. The pews face each other across the Chapel in collegiate style in the nave, with chairs facing forward in the ante-Chapel, behind a decorative screen. The Chapel is equipped with wheelchair access and an induction loop.

St Leonard’s Chapel

St Leonard’s Chapel is situated within the grounds of St Leonard’s School and is much smaller and more intimate, seating approximately 50. It is built in traditional mediaeval style and here, too, the pews face each other across the Chapel in collegiate style. It is particularly suitable for weddings where there are fewer guests. Wheelchair access is fairly easy.

Eligibility

Only those with a University or a local connection may marry in the University Chapels. Please note that the University Chaplain only conducts weddings with a university connection. In line with recent changes in the law, the University Chapels are available for weddings between members of the same sex, and for religious registrations of civil partnerships. Note, however, that the law contains restrictions as to which members of clergy may conduct such services – the Chaplaincy Office can give further guidance.

University Connection

One or both of the parties to the marriage must be a current member of staff, student or a graduate of the University of St Andrews, or a child or grandchild of a current member of staff, student or graduate. Occasionally wider access is allowed, but normally there must be a clear University connection.

Local & St Leonard’s School Connection

Permission is given for local people to marry in St Salvator's or St Leonard's Chapels. Anyone with a post code beginning with KY16 is eligible to use the chapels, this must be your permanent residence and evidence of such will be requested. You must provide their own minister or priest to officiate.

Those at or who have been at St. Leonard’s School may also use St. Leonard’s Chapel or occasionally St. Salvator’s Chapel, again providing their own minister or priest.

Religious denominations using the Chapels

The Religious Council of the University passed the following resolution:

“The Council agreed that only denominations who were members of, associates of, or in agreement with the aims of the World Council of Churches might be granted the use of the Chapels for services.”

In practice, most mainstream Christian denominations do fall within these guidelines. Again, if you have any doubts, please telephone the Chaplaincy secretary for advice.
Availability of the Chapels

Always check availability on the website and with the Chaplaincy secretaries before deciding on your date and time.

Restricted Availability: There are some restricted periods in the year when weddings are discouraged in St. Salvator’s, most usually due to examinations taking place in Upper & Lower College Halls. These periods are as follows:

**St Salvator's Chapel**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Kate Kennedy Procession, Typically the 2nd or 3rd Saturday</td>
</tr>
<tr>
<td>May</td>
<td>Typically last 2 weeks (exams in surrounding buildings)</td>
</tr>
<tr>
<td>June</td>
<td>Graduation 3rd or 4th week in June – (weekdays only effected)</td>
</tr>
<tr>
<td>August</td>
<td>Typically last 2 weeks (weekdays only, exams in surrounding buildings)</td>
</tr>
<tr>
<td>October/November</td>
<td>Raisin Weekend</td>
</tr>
<tr>
<td>December</td>
<td>Mid December onward – (exams in surrounding buildings)</td>
</tr>
</tbody>
</table>

**St Salvator's Chapel & St Leonard’s Chapel**

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Eve – after the New Year Holiday</td>
<td>No weddings are possible as the University is closed during this time</td>
</tr>
</tbody>
</table>

Other events to be aware of

**University Orientation Week** – the town is exceptionally busy during the weekend before and immediately after orientation week and as such access in and out of town is heavily congested making it difficult for guests to travel. Details of semester dates can be found at [http://www.st-andrews.ac.uk/semesterdates/](http://www.st-andrews.ac.uk/semesterdates/)

**Graduation** - around third or fourth week of June Graduation ceremonies take place for about 1000 people and they nearly all bring guests, making accommodation less readily available.

**Lammas Fair** - around second week of August the Lammas Fair is in town meaning access and accommodation can be very difficult.

**Golf Tournaments** - In addition, there are also occasional accommodation problems linked to golf tournaments e.g. the British Golf Open. The Dunhill held annually in October rarely causes any problems, however we suggest you consider any issues pertaining to guests wishing to find accommodation around this time.

Disabled Access to Chapel

If you have guests who require wheelchair access to Chapel please make the chaplaincy secretaries aware so that arrangements can be made for access. St Salvator’s Chapel has a ramp from the North Street entrance and a ramp into the main chapel. St Leonard’s Chapel has a 4 inch step to be negotiated.
Booking your Wedding

A provisional booking may be made by telephone which can be confirmed by sending a completed Wedding Booking form and paying a non-refundable deposit. *Provisional bookings should be made at least 12 weeks before the intended wedding date.* Wedding are not confirmed until both the booking form and deposit have been received, until such time the booking remains provisional and subject to the 4 week cancellation policy. The deposit should be made via the University Online Shop or by cheque made payable to the “University of St Andrews” (cash payments will not be accepted). Please note that wedding fees include all janitorial services, light, heat, minister (if University Chaplain or Honorary Chaplains), organist (if University Organist or his deputy), administration and VAT. For costs please see the price list. The booking form can be downloaded from the website.

Weddings on Sundays during Semester are not possible unless in exceptional circumstances by special permission. Other events may occur in the Chapels, especially on weekdays, so it is always advisable to confirm a date with the Chaplaincy Secretary before booking a reception venue. *Full details can be found in the Wedding Payment Policy below.*

**Wedding Bookings slots**

You should be aware that the time allocated for your booking marks the start of your ceremony. Your guests should arrive at the chapel no earlier than 30 minutes before that time. Your ceremony should last approximately 40 minutes with an additional 15 minutes to sign the wedding schedule (register), after which you will be ushered to the grounds of Upper College Lawn and/or Lower College Lawn. You should clear the chapel (including flowers) within 1 hour of your allotted time. Our experienced janitorial team will ensure the smooth running of this process to allow for the guests of any subsequent weddings to arrive without impinging on your booking.

Where available we will accept bookings every 90 minutes. In exceptional circumstances we may allow a longer booking period but you should note this is likely to incur additional costs.

For **Roman Catholic Weddings** where appropriate and in agreement with Father Michael John Galbraith, we will consider 2 hour booking slots. This would allow for a 1 hour Nuptial Mass with an additional 15 minutes to sign the schedule (register), after which you will be ushered to the grounds of Upper College Lawn and/or Lower College Lawn. You should clear the chapel (including flowers) within 1.5 hours of your allotted time.

Please note if you are planning a **Catholic Ceremony** you are required to seek permission from Father Michael John Galbraith who can be contacted by email at mjg23@st-andrews.ac.uk

Written confirmation of your booking will be returned, usually within 3 weeks of submitting BOTH the Wedding Booking Form and deposit payment. Please be aware that bookings made during the Christmas vacation period will take longer to process on account of the University Christmas shutdown. If you are at all worried please contact the Chaplaincy by telephone (01334 462866).

**Minister Officiating**

The University Chaplain is happy to officiate at weddings of those with a University connection. He is also happy to be of any assistance and offer advice to any couple. Please note that he may not be available during parts of the year, in which case he will ask an Honorary Chaplain or a local minister to take the service after consulting with you.

You are also very welcome to make arrangements with your own minister. If you do, please include full details on the booking form, as this information is often checked with us by the Fife Council Registrar. If the minister is not from the UK, it is vital that you take advice from the Registrar. There are certain legal conditions which must be fulfilled before an overseas minister may conduct a wedding in Scotland.
Wedding Preparation

If you have elected to have the University Chaplain officiate at your wedding you will receive a Wedding Preparation Order of Service booklet with your confirmation letter. As part of your wedding preparation you will be required to meet with the Chaplain/replacement minister in person at least 4-6 months before your wedding, unless you live out with the UK and will not be in the country before your wedding. In the latter case a SKYPE meeting will be scheduled. Appointments typically take place during the week; however on occasion a weekend appointment is possible but cannot be guaranteed. At this meeting he also helps couples put together the order of service for their wedding.

Rehearsals

It is a very good idea to have a rehearsal for your wedding. Please arrange this with the Chaplaincy Office. The content of the rehearsal can be discussed with the Chaplain or your officiating minister. Whenever possible it is helpful if rehearsals finish by 5pm as janitors go off duty. 30 minutes is allocated for each rehearsal and if more time is required it must be requested. Please be on time, as the Chapel may be booked for other rehearsals or events.

Wedding Punctuality

As another wedding may follow yours, your wedding service must begin on time. If the service is for any reason running late, the service must finish no more than 45 minutes from the time the next wedding is scheduled to begin and this may result in your ceremony being drastically shortened. This allows the Chapel to be prepared for the following wedding.

Please be aware that if your wedding begins more than half an hour late and there is a University Choir, members of the Choir may have to leave due to prior engagements and no refund can be given. If members of the Choir are able to stay and perform an additional fee will be incurred.

Wedding Payment Policy

Weddings bookings can only be secured when both the £100 deposit and wedding booking form have been submitted to the Chaplaincy. You will receive a confirmation letter, usually within 3 weeks of submitting the deposit and wedding booking form.

Wedding balance payments are due no later than 8 weeks prior to your wedding day, as outlined in the wedding confirmation letter.

Payments should be made via the University’s Online Shop. Wedding balance reminders are NOT normally issued, and we respectfully request that you note the date to ensure payment reaches us on time.

Online Shop link: https://onlineshop.st-andrews.ac.uk/browse/category.asp?compid=1&modid=1&catid=157

When a payment is not made on time, an overdue payment reminder will be issued by the Chaplaincy, for payment to be made within 7 days. In the event that the balance remains unpaid after the 7 days your account and details will be passed to the University’s Credit Control Department who will contact you and request payment within 5 days. Should payment remain unpaid, despite reminders, your wedding booking may be cancelled.

Cancellation Policy

In the event that you have to cancel your wedding please submit notification in writing as soon as possible. We regret that the £100 deposit for your wedding and £60 deposit for bell ringing services (where applicable) is non-refundable. Cancellations made after the 8 week payment due date will be charged at the full amount.
Marriage Notice & Registrar Information

Couples planning to marry in Scotland are required, by law, to complete and submit a Marriage Notice (Form M10) at least 29 days before the date of their wedding. Normally notice should be in the Registrar’s hands 10-12 weeks in advance.

For weddings in St Andrews, the Registrar should be contacted at:

The Registrar, North East Fife Area, Fife Council, Communities
St Mary's Place, St Andrews, KY16 9UY
Tel: 03451 555 555 ext 452850
Email: NEFifearea.Lsc@fife.gov.uk

If all the paperwork is in order, the Registrar will produce a marriage schedule which must be collected in person by one or both parties to be married, no more than 7 days prior to the date of the marriage. We recommend you check with the Registrar in advance as to when you can collect the schedule. The marriage schedule should be brought to the rehearsal and handed to the minister as evidence of permission to marry. If there is no marriage schedule, the wedding cannot go ahead.

The signed marriage schedule must be returned to the registrar within 3 days of the marriage to ensure the marriage is registered. If you are unable to take the marriage schedule back personally, you can ask someone else to do this for you. The most usual practice is for the best man or a relative to take it to the Registrar's office within the allotted time or place it in the letterbox in a sealed envelope marked for the attention of the Registrar.

Where both parties live outside Scotland, or where one is not a British subject, or where one is divorced or widowed, it is essential to contact the Registrar as soon as possible to clarify what legal requirements may need to be satisfied. If you have any questions please ask the Registrar.

This information is for guidance only. Please contact the Registrar in all circumstances. Further information can be found at:

http://www.nrscotland.gov.uk/registration/getting-married-in-scotland
Order of Service

The Chaplain normally uses the Church of Scotland order of service. If you would prefer that another order of service be used (e.g. an Anglican one) please discuss with the Chaplain. If you are providing your own minister please discuss with him/her the order of service to be used.

Scripture Suggestions

One or more passages of scripture should be read during the service. Many couples like to choose one scripture reading and a poem (you should check the latter with the officiating Chaplain or Minister). The following readings are all suitable for your service, and are written out in full in the Order of Service booklet which is sent to all couples who ask the Chaplain to conduct their wedding. You may, of course, choose readings from the Bible which are not among these suggestions.

Old Testament
- Genesis 2: 15-24
- Ruth 1: 16-17
- Psalm 128
- Ecclesiastes 3: 1- 8
- Ecclesiastes 4: 9-12
- Song of Songs 8: 6-7
- Jeremiah 31: 31-34

New Testament
- Mark 10: 6-9
- John 2: 1-11
- John 15: 9-12
- 1 Corinthians 13
- Ephesians 3: 14-21
- Colossians 3: 12-17
- 1 John 4: 7-12

Hymn Suggestions

Hymns, songs and music should be chosen to express praise and thanksgiving to God, and to celebrate God's love for us, our love for God, our love for one another, and the love of husband and wife. Hymn books can be provided, although most couples print the words of the hymns in an Order of Service. Once you have chosen your hymns, we can send you the words of the hymns for printing. Copyright is required if the hymn is within an author’s lifetime or 70 years of his/her death. Please include ‘© <author’s name>’ and our licence number ‘CCL 55085’ in your order of service.

The words of the following hymns are printed in full in the Order of Service booklet which is sent to all couples who ask the Chaplain to conduct their wedding. They are all suitable for weddings. You may, of course, choose hymns which are not among these suggestions.

All people that on earth do dwell
Lord of all hopefulness, Lord of all Joy ©
As man and woman we are made ©
Lord of creation, giver of gladness ©
Bind us together, Lord ©
Love is the touch of intangible joy ©
Christ is made the sure foundation
Love Divine, all loves excelling
Come down, O Love Divine
Now thank we all our God
From all that dwell below the skies
O God the Bethel! by whose hand
Glorious things of thee are spoken
Praise, my soul, the King of heaven
Glory be to God the Father
Praise to the Lord, the Almighty, the King of creation
O God of Love, to thee we bow ©
The grace of life is theirs ©
Guide me, O thou great Jehovah
The Lord’s my Shepherd , I’ll not want
How lovely is thy dwelling-place
Your love, O God, has called us here
Let’s praise the Creator who gave us each other ©
We come, dear Lord, to celebrate ©
Music

Both University chapels contain very fine pipe organs which provide wonderful music for weddings. As well as leading the hymns, the organ provides music at several important points before, during and after the service:

Before the service (as guests arrive for the service, the organ can provide background music)
Entrance of the bride
Signing of the register
Recessional

Examples of suitable organ music for the service are available online at http://www.st-andrews.ac.uk/community/weddings/organ-music/

Organist

Your wedding fee includes the services of an Organist provided by the University. All arrangements for music at the service should be made through the Deputy University Organist, who is always happy to discuss or suggest music. Please make contact with Andrew at least six weeks in advance of your wedding.

At the entrance of the bride and during the recessional, it is inadvisable for music to be provided by a recording or any instrument other than the organ. This is because the sound of the organ is ideally suited to a processional mood. However, during the signing of the schedule, music can, if wished, be provided by a choir, a solo singer or by instruments other than the organ. Please see the section entitled 'Instrumentalists and Soloists' below for details.

If you wish to bring your own organist, please bear in mind that you must obtain the permission of the University Organist first. This is because the organs in both Chapels are very valuable and must only be played by those who can satisfy the University Organist of their level of competence.

'Before contacting Andrew Macintosh, please read the ‘Music for Weddings’ document.

Andrew Macintosh
Deputy University Organist
Email: ajrm@st-andrews.ac.uk

Choirs

A Choir can make your wedding service an even more memorable occasion. As well as leading the congregation through the hymns, they can sing during the Signing of the Schedule. The University Organist will always do his best to accommodate requests for choirs. Please see the price list for costs. If your wedding is during the period January–September, please, if possible, contact the Organist before 31 October in the preceding year. If your wedding lies in the months October–December, please, if possible, make your request before 31 May. Please note: a wedding choir consists of up to eight singers. Singers are readily available during University semesters (approx. February-May and September-December – see details on the University website). At other times of year, it can be difficult to find singers, so please contact Andrew Macintosh in the first instance if the date of your wedding lies outside University semesters.
Instrumentalists & Soloists

You are welcome to provide your own instrumentalist / soloist to play during the Signing of the Schedule or during the ceremony. If they require a rehearsal in the Chapel and if you would like the University Organist to accompany them, this may incur a charge – please see the Price List for details. The Organist is also happy to book solo instrumentalists, where possible. In all circumstances, please contact the University Organist well in advance. It is especially important that, if the Organist is required to accompany a soloist, the sheet music in the appropriate key is received not less than one month in advance.

Bells

St Salvator’s Chapel has 6 bells. There is a possibility that these can be rung for your wedding, although it depends upon the availability of bell ringers. Please see price list for costs.

If your wedding falls within University term-time bell ringers are fairly easy to obtain from the student population but during holiday periods this can more difficult. The bell ringers are entitled to a fee, part of which goes towards the maintenance of the bells. If you would like to bells to be rung at your wedding please contact the Bell Ringing Society via email: bellringers@st-andrews.ac.uk. Couples expecting their wedding to last longer than 45 minutes, (ref: page 4) must indicate this at time of booking. Cancellation of bookings must be done in writing to the email address provided, noting the cancellation policy, page 5. Please note there are no bells at St Leonard’s Chapel.

Pipers

Please be aware that while the piper is playing the organist will refrain from playing in order that there is no ‘clash of sound’.

Recordings: Video and Audio

If you wish to make an audio or video recording of the service, you must obtain the permission of the officiating minister and the organist well in advance. Video recordings are subject to copyright law. If the current University Chaplain is conducting the service, a video recording may only be made from the balcony at the back of the Chapel.

Please be aware that copyright permission is required for all hymns while the author is still alive or within 70 years of the author’s death. This music is covered by the Chaplaincy licence and this number should be quoted on your order of service: Please include ‘© <author’s name>’ followed by the licence number ‘CCL 55085’ in your order of service. Occasionally a hymn may fall outside our licence in which case the couple are responsible for obtaining copyright permissions.
Photography

Photographs may be taken inside the Chapels only at the discretion of the officiating Chaplain or minister, who should be consulted well in advance.

The current University Chaplain strongly advises against photographs or recordings taken by wedding guests during the actual service itself, as this can be very off-putting for all concerned. The official photographer is welcome to take some photographs during the service from the balcony at the rear of the Chapel. He/she may take photographs during the hymns and if the camera has a quiet action, he/she may also take a few photographs during the service and also during the signing of the marriage schedule. All guests as well as the photographer are welcome to take photographs with flash as the couple process down the aisle at the end of the service.

Whilst on the balcony, photographers are not permitted to take photographs of the organ or organist. Also, please ask permission well in advance if you would like to take pictures of the choir as their permission will need to be obtained.

Please ensure the photographer is aware of the time constrains if using the St Salvator’s Quad Lawn for photographs, as detailed at the bottom of this page four. Further clarification can be sought from the Chaplaincy Office.

In addition for photography and Video Recordings…

Once outside the Chapel, St Salvator's Quad has no restrictions on photography/video recording apart from timing. However, the area surrounding St Leonard's Chapel is part of a public school and the school authority technically has the right to charge for using their grounds for photographs, although in practice they do not do so. If another wedding is due to follow yours in St. Salvator’s Chapel you should be clear of St Salvator’s Quad 15 minutes after the next wedding is due to start, an estimated 1 hour 45 minutes from the start of your own wedding.

It is possible to use St Mary's College Quad & Gardens off South Street. Bookings must be made because the grounds of St Mary's are frequently used by parties other than weddings. Bookings are made in advance with St Mary’s College Office. You can contact St. Mary’s College Office on 01334 462850 or email: divinity@st.andrews.ac.uk

Also, if you are due to be using Lower and Upper College Hall for your reception and there is a wedding following your one, then you must move down to the Lower Lawn 15 minutes after the next wedding is due to start, and use the entrance into Lower College Hall from that lawn. Once any wedding following your own has cleared away from the quadrangle, you are welcome to use that space again.
Flowers

Normally the services of a florist are employed to arrange flowers but you are very welcome to ask a friend. Whoever is used, it must be emphasised that the flowers must be removed from the Chapel as soon as possible after the service, especially if another wedding is to follow soon after.

If you are happy to share flowers with others being married on the same day, please indicate on the booking form.

Closer to your wedding please contact the Chaplaincy secretaries and they will provide you with contact details for others being married on the same day also willing to share flowers. You must conduct your own negotiations with others sharing flowers. You may not put flowers into the Chapel before another wedding if that couple are not willing to share. Typically, flowers can only be put into chapel 30 minutes before your allotted time. Your florist should contact the Senior Chapel Janitor to discuss a mutually convenient time for delivery.

To arrange access to the Chapels for flowers to be delivered please contact the Senior Janitor:

- St Salvator’s Chapel
  Tel: 01334 463985
- St Leonard’s Chapel
  Tel: 01334 462853

Candles

St Salvator’s Chapel

Candles are provided on the Communion Table for each wedding. No candles are permitted on window ledges or along the aisle. Candles secured within flower displays are permitted on the Communion Table or on stands at the front of chapel only.

St Leonard’s Chapel

St Leonard’s can be lit by candlelight: wax candles are in wall-sconces and three central chandeliers. Lighting the chapel by candlelight is particularly suited to late afternoon winter weddings, but candles are generally lit for all weddings.

Confetti

Confetti should not be used at either Chapel or on University property or in St Leonard’s School property; this also applies to rice and similar items. Please make this rule clear to your guests.
Parking

It is our normal practice to cone off an area immediately outside St Salvator’s Chapel for the bridal car. Wedding cars are not permitted access to the quad. There is a ‘pay and display’ Parking Scheme in operation in the rest of the town centre, with a maximum of 2 hours allowed; parking may be available on other roads but spaces do tend to fill up quickly in the summer as St Andrews is also a popular tourist centre. There is a free car park at Petherum Bridge but this is a 10-15 minute walk from either Chapel. Special arrangements can be made for disabled guests – please ask the Chaplaincy secretaries for advice.

Disabled Parking

There is on-street disabled parking bays across from Chapel; however we cannot guarantee that these will be free. We recommend that disabled guests are dropped off at the Chapel doors and the driver then goes to park. If you have particular Disability Parking issues please contact the Chaplaincy direct for assistance and guidance.

St Leonard’s Chapel - Special notes concerning parking

Although St Leonard’s Chapel belongs to the University, the immediate ground around it is part of a school. It does not allow vehicles into that immediate area apart from the bridal car. Your guests may park their cars on The Pends, the road running down to the harbour, with a short walk to the Chapel. On no account must they park in the lane leading to the Chapel.

Buses

The space in front of the chapel cannot be reserved for bus collection and must be kept clear for the arrival of wedding cars. There is a dedicated bus parking area at the Bruce Embankment car park which is situated next to the British Golf Museum, just a short walk from the grounds of the chapel, heading down Butts Wynd along The Scores. We cannot recommend and/or advocate that buses collect guests on North Street or The Scores due to the possibility that this will cause traffic congestion.
Wedding Reception

The University boasts two historic venues for wedding receptions. One is Lower and Upper College Halls which lie immediately across the Quad from St Salvator's Chapel. The other is Parliament Hall, once home to the Scottish Parliament and featuring a grand oak panelled interior. For more information please visit www.discoverstandrews.com or contact the Hospitality Manager Cath Dyce:

University of St Andrews
Butts Wynd
North Street
St Andrews
KY16 9AL
Tel 01334 462507
Email: hospitality@st-andrews.ac.uk

It is the availability of both a Chapel and a venue for your reception (whether University or not) which may finally decide the date of your wedding. Early enquiry for receptions is advisable, as dates are often booked months in advance.

Guest Accommodation

The University is delighted to offer all wedding guests a 10% discount on accommodation (except twin rooms) at NEW Hall, 3 star hotel.

New Hall offers en-suite accommodation and all rooms feature a double bed, tea/coffee making facilities and a television. New Hall is located within walking distance of Lower College Hall and offers excellent car parking facilities.

In order to benefit from this special offer, guests will need to quote the surname of either the bride or the groom at the time of booking. If you would like guests to be able to book online please contact New Hall for the WEDDING OFFER CODE, which you can then circulate to your guests.

For more information please visit http://www.discoverstandrews.com/view_Wedding_and_Events.aspx
Email: hospitality@st-andrews.ac.uk