



## Chapel by the Lake

11024 Auke Lake Way

Juneau, AK 998901

Phone: (907) 789-7592

Fax: (907) 789-3337

Email: [secretary@chapelbythelake.org](mailto:secretary@chapelbythelake.org)

## WEDDING APPLICATION (COVER SHEET, INFORMATION)

*Completion of this form does not guarantee the use of our facility on the date requested.*

### Important

- Due to scheduling limitations, Chapel by the Lake only approves two (2) weddings per month; special consideration will be given to Chapel by the Lake members
- *ALL* weddings need to be approved by our Session (the governing body of our church), which meets once a month, so turn in your applications early
- Chapel by the Lake is a Presbyterian Church (USA); we are Christian and so are our wedding ceremonies. If you are not Christian, or do not believe the tenets of the Christian faith, we cannot offer you our wedding services

### Requirements:

The requirements listed below apply to anyone considering marriage at Chapel by the Lake. If you cannot meet these requirements or are unwilling to adhere to our policies, then we strongly suggest you look for another location for your wedding event.

- **Christian marriage/wedding**  
*Weddings at Chapel by the Lake are considered worship services and our ceremonies are Christian ceremonies. If you are not a Christian, or do not believe in the tenets of the Christian faith, we cannot offer you our wedding services.*
- **Six month notice**  
*This allows time for approval of your application, completion of wedding counseling, and the coordination of ministers; special consideration will be given to Chapel by the Lake members*
- **Agreement to participate in pre-marital counseling**  
*Counseling must be done with one of our ministers or someone from our "approved" list*
- **One of the Chapel by the Lake pastors must officiate**  
*The Rev. Dr. Douglas Dye  
Rev. Tracee Hackel*
- **One of the Chapel by the Lake wedding coordinators will be involved with the wedding**

### Application process

1. Fill out your application
2. Turn in to the Chapel by the Lake office (mail, fax, via email; info at top of page)
3. Application goes to Session for primary approval (meets every third Thursday of the month)
  - a. If approved, application moved forward for secondary approval
  - b. If denied, a letter will be sent notifying you of the Session's decision
4. Application goes to ministers for secondary approval (dependent upon minister availability)
  - a. If approved, you will be contacted by the assigned wedding coordinator
  - b. If denied, a letter will be sent notifying you of the minister's decision

## WEDDING APPLICATION

Please be sure to read the requirements section on the cover sheet before filling out this application. By submitting this application, you are affirming that you have read and can meet the requirements for marriage here at Chapel by the Lake.

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Time: \_\_\_\_\_

### BRIDE

#### Personal Information

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Marital status:

- Single
- Widowed
- Divorced

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

The **BRIDE'S** affiliation with Chapel by the Lake (please check the most appropriate):

- I am a member of Chapel by the Lake
- I attend Chapel by the Lake regularly; non-member
- My mother and/or father is a member of Chapel by the Lake
- My grandmother and/or grandfather is a member of Chapel by the Lake
- I have no affiliation with Chapel by the Lake

#### Contact Information

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

### GROOM

#### Personal Information

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Marital status:

- Single
- Widowed
- Divorced

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

The **GROOM'S** affiliation with Chapel by the Lake (please check the most appropriate):

- I am a member of Chapel by the Lake
- I attend Chapel by the Lake regularly; non-member
- My mother and/or father is a member of Chapel by the Lake
- My grandmother and/or grandfather is a member of Chapel by the Lake
- I have no affiliation with Chapel by the Lake

#### Contact Information

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Reason for choosing Chapel by the Lake

Please let us know why you want to be married here.

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### ADDITIONAL DETAILS

Choice of location:

- Sanctuary, seats ~200—250
- Log Chapel, seats ~75

Choice of reception location:

- Smith Hall
- Chapel by the Lake facility not needed
- We are undecided at the moment

Your choice of minister:

- Rev. Dr. Douglas Dye
- Rev. Tracee Hackel
- I have my own minister in mind
- I do not have a preference

Your choice of wedding coordinator:

- Bonnie Fitzjarrald
- Diane Champion
- Carol Hand
- Gillian Hays
- I do not have a preference

### SUMMARY OF CHARGES

Charges below listed for the most commonly used rooms / services.

Personnel Fees

- Honorarium for Pastor, service (\$150) – mandatory
- Wedding Coordinator, service (\$100) – mandatory
- Wedding Coordinator, reception (\$40)
- Janitor, Chapel (\$30)
- Janitor, Smith Hall (\$30)
- Janitor, Sanctuary (\$50)
- Janitor, Kitchen (\$20)
- Organist / Pianist, service (\$75)
- Soloist, service (\$30)
- Sound System Operator, service (\$40)

Building Fees

- Sanctuary, service (\$400)
- Log Chapel, service (\$250)
- Smith Hall, reception (\$100)
- Kitchen, reception (\$25)

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### FOR OFFICE USE

- Application received: \_\_\_\_\_
- Date available on calendar
- Session decision: \_\_\_\_\_
- CC: Rev. Dr. Douglas Dye
- CC: Rev. Tracee Hackel

- Minister decision: \_\_\_\_\_
- Officiant: \_\_\_\_\_
- Notify Bonnie Fitzjarrald
- Assigned: \_\_\_\_\_
- Scheduled on master calendar