

**Lee Chapel & Museum**  
**Washington and Lee University, Lexington, VA 24450**

**WEDDINGS**  
**Vendor Protocols and Agreement for the Use of Lee Chapel**

Because Lee Chapel is a historic building (listed on the National Register of Historic Buildings), every effort must be made to safeguard the building. As an approved vendor, you are to assist in assuring proper regard for the building and its artifacts through observing all of the protocols enumerated in this Agreement. Your agreement to comply with the following protocols will help to insure the survival of this building for future generations. Also, if you observe behavior during a wedding event not in keeping with these protocols, please contact our site Manager.

Lucy Wilkins  
Site Manager, Lee Chapel and Museum  
(540) 458-8767  
[lwilkins@wlu.edu](mailto:lwilkins@wlu.edu)

**FACILITY USE:**

- Only the Chapel auditorium is available for weddings; the *Museum is off limits to the wedding party, guests, officiant, and vendors.* All arrangements for the rehearsal and wedding ceremony must be made by the bride or groom with the Lee Chapel office.
- **Vendors:** Arrangements for all vendors must be made directly between the wedding party and the vendor. **All vendors (florists, photographers/videographers, musicians, and wedding director) must be on the approved vendors list or approved by the Site Manager in advance.** The Site Manager has the authority and discretion to approve/disapprove any vendor.
- **Dressing and Restrooms:** There are **NO** dressing facilities available in the Chapel. After museum hours, there is no access to the restrooms, since they are located within the museum area.
- **Statue Chamber:** Gates will remain locked and closed during all weddings and rehearsals. The solid wooden doors will remain open unless a request is made that they be closed.
- **Piano:** The piano must remain in its position at the left of the stage. Any movement of this instrument must be made by permission of the Site Manager, but it cannot be removed from the stage. The large lectern will be moved to stage left, against the side wall. It may not be removed completely from the stage.
- **Balcony:** The balcony is off limits to guests. Only the musicians and photographers/videographers may access the balcony. The ropes should remain up to keep guests off the stairs after the musician(s) or photographer(s) access the balcony.
- **Decorations:** Because Lee Chapel is a historic building, there are restrictions on decorating the Chapel. For the full list of restrictions, and where within the chapel you can decorate, please visit our Weddings page on the Lee Chapel website. Be advised that these restrictions affect the use of flames (prohibited), foliage, mounting materials and equipment, and the movement and use of university furniture. Please review the complete list on our website before signing this form.

- **Clean Up:** Prior arrangements must be made for the **prompt** removal of all items brought into the Chapel for the ceremony. Please instruct the florist to remove any debris left in the aisles and on the stage. Any clean-up that is necessary is the responsibility of the wedding party. The Chapel must be left in a clean and orderly condition, ready to receive public visitors. All clean-up must be completed within the 2.5 hours allotted for the wedding.
- **Lee Chapel Staff:** A public safety officer and a Lee Chapel staff person are assigned to each wedding. If you have questions, please direct the question to the chapel staff wedding attendant.
- **Photography and Video:** Arrangements for photography, including video, during the ceremony should first be discussed with the ceremony officiant. Locations for set-up for both still photography and video must be cleared in advance by the Site Manager or the Lee Chapel Wedding Coordinator. It is preferred that the wedding party use photographers/videographers on the local approved vendor list, as these individuals are very familiar with the Chapel protocols and layout; however, brides may request to have the Site Manager or the Lee Chapel Wedding Coordinator approve another individual/firm for their wedding. Approval of any vendor is at the discretion of the Site Manager. Approval must take place before the day of the wedding. Please see our website for more details.
  - **Where Photographs May Be Taken:**
    - **Prior to the Ceremony** – Photos of the groom, groomsmen and parents may be taken at any time on the Chapel grounds or inside on the auditorium stage during the one hour period before the ceremony. There will be no access to the museum in the lower level for this purpose.
    - **Prior to the Ceremony** – Photos of the bride, bridesmaids and parents may be taken in Washington Hall or on the Chapel grounds at any time.
    - **During the Ceremony** – Speak with the officiant as to his/her preferences regarding photography and video. Many clergy have restrictions concerning the use of photography and video.
    - **After the Ceremony** – The two and one-half (2 and ½) hours scheduled for weddings allows sufficient time for posed photographs of the wedding party after the ceremony. **Please note:** a delay in starting a ceremony or having a particularly lengthy ceremony will reduce the amount of time available for photography. Bear this in mind and alert the photographer. A penalty fee will be charged if a wedding party goes beyond its reserved time (see Fees).
  - **Video:** If clergy approves, ceremonies may be videoed. All video must be done with a stationary camera and with existing lighting only; the best location for this is in the balcony. Neither the Chapel Office nor the University AV department is available to do video or audio recordings of weddings.
  - **Restrictions on Photography and Video Equipment:** *Equipment must be limited to cameras, built-in or attached flash, and a tripod. NO ladders or portable lights may be brought into the Chapel. The balcony is open for use by approved photographers and videographers ONLY.*

**PROHIBITIONS:**

- No candles, incense or open flames are allowed.
- No food or beverage is permitted in the Chapel. Bottled water is permitted for the wedding party only.
- No smoking in the Chapel.

**SCHEDULING:**

Weddings are limited to a 2.5 hour time slot on the wedding day and must occur on the hour. During heavy visitation periods available times are more restricted. Use of the site for wedding preparations, service, photography, and clean-up must occur during the 2.5 hour timeslot. Because we are open to the public, **NO ONE affiliated with the wedding may arrive at the chapel prior to the hour immediately preceding the service.**

A one hour rehearsal is permitted the evening prior to the wedding. Rehearsals are scheduled on the hour and must be scheduled **after** the chapel closes to public visitors. Additional rehearsal time for musicians may be negotiated with the Site Manager.

**Thank you for your compliance and stewardship of this historic building.**

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Please sign, date the following statement, and return to:

Lucy Wilkins, Site Manager  
 Lee Chapel & Museum  
 11 University Place  
 Lexington, VA 24450

**I have read and understand all of the rules and protocols governing the use of Lee Chapel for weddings.**

**I further agree that as an approved vendor, I am charged with assisting in maintaining the protocols as stated above and those outlined on Lee Chapel’s website. By signing below, I agree to comply with all rules and protocols. I understand that I am responsible for any loss or damage to Washington and Lee University property, including Lee Chapel property and all the items contained therein, as a result of my activities (and those of my staff/crew, if applicable). Non-compliance with the directives of the Site Manager or other university officials, may result in removal of a vendor from the wedding event itself and/or from the approved vendor’s list.**

**By checking this box, I agree to let Lee Chapel use photos of this wedding for their website and social media accounts.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_