

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

---

Department: Office of Campus Programming  
Subject: Oncampus Wedding Ceremonies & Receptions  
Date proposed: September 7, 2020  
Approved by: Reviewed at Cabinet, Approved by President, September 9, 2020

---

### **I. Policy**

This policy outlines the basic guidelines and procedures for weddings at Luther College.

### **II. Scope**

Luther College invites inquiries for wedding ceremonies on campus from students, alumni, faculty, staff, Regents, emeriti, or their dependents. Luther's mission statement explicitly affirms diversity and inclusion. Marriages between couples of any sexual orientation and gender identity are welcomed and celebrated. While wedding ceremonies are limited to parties with a direct Luther affiliation, wedding receptions have no such requirement.

### **III. Procedures and Guidelines**

#### **A. Inquiries**

- i. All inquiries for wedding ceremonies begin with the Office of Campus Programming to determine an appropriate and available campus space, date, and time.
- ii. Inquiries may be made by submitting the request form found on the Campus Programming web page, by visiting the Campus Programming office in the Center for Faith and Life, or by calling (563) 387-1291.
- iii. To give priority to academic and student events, campus venues may be reserved no more than three months in advance for weddings during the academic year. Weddings occurring between commencement in May and new student orientation in August may be reserved up to twelve months in advance.
- iv. Small weddings of 50 or fewer which require a simple set-up are encouraged and may find it easier to identify and book available space on a busy campus, especially during the academic year.

## B. Planning

- i. Campus Programming will designate an Event Coordinator to represent the College and facilitate communication with all on-campus partners, including but not limited to College Ministries, Facilities, Sodexo/Luther Catering, etc.
- ii. Wedding ceremonies may be performed by a College pastor if available, or by another officiant of the couple's choosing.
- iii. Wedding receptions may be catered by Sodexo/Luther Catering in any venue. Another caterer may be used in any venue but Dahl Centennial Union, where Sodexo is the sole option. Sodexo is fully licensed by the State of Iowa to serve wine and beer at events held in Dahl Centennial Union or Shirley Baker Commons.

## C. Billing

The Event Coordinator will submit an invoice to the client for payment to Luther College. Luther's Office of Financial Services will disburse payment to appropriate campus accounts. This applies only to rental fees and services rendered by Luther College.

## IV. Confidentiality and Record

All records, billing information, facilities calendars, and contracts are kept in the Office of Campus Programming.