BECKY OSWEILER-HOTT
Wedding Contact

The Coppola St. Joseph Chapel is a unique wedding environment and creates wonderful memories for alumni and others affiliated with Dowling Catholic High School.

Please keep in mind when inquiring about chapel wedding date availability, we are a school first with numerous activities and events scheduled throughout the year and not a public venue.

Please complete and submit the form located on the CONTACT tab to request rental information and fees.

Becky Osweiler-Hott
Dowling Catholic High School
1400 Buffalo Road
West Des Moines, Iowa 50265

CHAPEL/FACILITY RENTAL INFORMATION

Chapel Decorations

- Decorations should not obstruct the view of the celebrant, vocalist or lector in the sanctuary area.
- None of the permanent furniture or chairs/pews in the worship space may be moved.
- Flowers for the wedding party may be delivered to the school 4 hours prior to the wedding. Enter through the main front doors (west side).
- You may have any type and size of flower arrangement you wish for your wedding party to wear or carry
- A table is supplied for a guest book. Some choose to only have the guest book signing at the reception. Please provide a tablecloth for the guest book table.
- There are no arms on the pews, so if you wish pew bows, you'll have to use hooks of some kind. No tape can be used on the pews or on any surface inside or outside of chapel where paint or varnish could be damaged.
- Nothing can be used that will remain on the ground to 'shower' the bride and groom upon leaving the chapel or anywhere on chapel or school property. This includes: rice, birdseed, potpourri, rose petals, confetti, sparklers, candles, etc.
- No bubbles are allowed inside the chapel, but bubbles may be used outside on the grounds.
- No food or drink (other than water) is allowed in the chapel.
- **Please remember, we have many activities on the weekend involving students. No alcohol is allowed on school premises at any time. This includes school parking lots, parked cars, buildings, etc. If this policy is violated, the facilities coordinator exercises the right to cancel your wedding in the chapel.**
- No smoking is allowed on school property: parking lots, or inside buildings, etc.
- If extra cleanup is needed or if there is damage to school or chapel property, an additional $300 fee will be assessed to the bridal couple, as well as the cost of any repair. All items must be cleaned up and removed from the chapel and lobby within 2 hours after the wedding
- If there are large flower arrangements to move from the chapel to the reception area, be sure to designate your florist or a family member do that right after the wedding. Keep in mind, some arrangements are very large, contain water, and are cumbersome to carry and place in vehicles.

Photo and Video Guidelines

Pictures inside the chapel may begin three hours before the wedding and must conclude no later than 30 minutes before the wedding so you can begin to seat guests. You are welcome to photograph outdoors anytime throughout the day. You are welcome to take pictures indoors after the wedding, but have to be completely done and equipment out of the chapel no later than two hours after the wedding.

- All wedding personnel and clean up need to be vacated within 2 hours after the end of the wedding which would include any photography done after the wedding.
- Please have the photographer check in with the facilities coordinator before the ceremony.
- NO FLASH PHOTOGRAPHY or flash lighting units are allowed during the ceremony.
- Photographer may be located during the ceremony behind the first row of chairs in the main body of the chapel, on the side aisles.
- Photographers are not ALLOWED in the sanctuary or in the side wings during the ceremony.
- Photographers may be located in the choir loft/balcony.
- Equipment cannot block any stairs, aisles, or walkways in or outside the chapel before, during or after the wedding.
- Please do not stand on any of the chapel chairs or pews.
- Please do not move any environment/flowers that are in place in the chapel.

If you are using a videographer, the same rules apply as for the photographer. The videographer may position an unmanned video camera in the wing area, remotely controlled from another location.

Wedding Coordinator/Wedding Support

If you have hired a wedding coordinator to manage your rehearsal and special day, please notify us with the name(s) of the wedding coordinator you have selected. We will be happy to provide a tour of the facility and discuss arrangements.

If you do not have a wedding coordinator, please consider having trusted individual(s) on your wedding day to help you with wedding items.

Rehearsal

The wedding rehearsal takes place before the wedding. You will be assigned a time depending on any other activities scheduled in the chapel and school. Sometimes it is necessary to schedule the rehearsal earlier in the week if there is another activity that is taking place in the school.

The facilities coordinator will be present at the rehearsal. The facilities coordinator will ensure the celebrant has access to vestments, lectionary, mass items, etc.

Wedding Day

Access to the chapel/facilities is granted up to 4 hours prior to the start of the wedding and up to 2 hours after the wedding. The facilities coordinator will be present and will handle the following:

- There are several parking lots available: two lots north of the chapel, one lot southwest of the chapel and lots south of the chapel. The two lots north of the chapel will be closed with signage/cones for the wedding party and family members.
- There is handicap parking on the west side of the chapel. The entrance is handicapped accessible.
- If needed, we can remove a section of the pew for wheelchair accessibility
- Ensure doors are unlocked for access to the school
- If needed, greet florist and decorators
- If needed, set up a 6 foot table in the narthex (tablecloth not provided)
- Direct the wedding party to their respective, designated rooms
- If the wedding is a mass, will direct celebrant to lectionary, vestments, bread and wine, etc.
- Responsible for ensuring microphones for the celebrant, wedding vocalist/musician are ready
- Responsible for facility clean up

Wedding Facility Fees (CHAPEL IS FULL FOR 2019 AND 2020 WEDDINGS)

2019 Fees
$1,225 – space rental of chapel and dressing area, due two months before the wedding – may be paid in increments. $500 down payment, signed contract and insurance indemnity is required to book the rehearsal and wedding date on the school calendar.

2020 and 2021 Fees
$1,500 – space rental of chapel and dressing area, due two months before the wedding – may be paid in increments. $500 down payment, signed contract and insurance indemnity is required to book the rehearsal and wedding date on the school calendar.

Phone Numbers and Information

Dowling Catholic High School
Becky Osweiler-Hott, Wedding Contact

(515) 222-1017
bhott@dowlingcatholic.org
1400 Buffalo Road
West Des Moines, IA 50265

Please initial the following policies:

I have read, fully understand, and will abide by the guidelines of Dowling Catholic High School in planning and orchestrating our wedding. _____ Initials

I understand that I am held accountable for any damage or improper clean-up, and I will be charged and will pay a $300 damage fee upon request. _____ Initials

I understand alcohol is not allowed on school premises at any time. This includes school parking lots, parked cars, buildings, etc. _____ Initials

I understand if the no alcohol policy is violated, the facilities coordinator, or another representative of Dowling Catholic High School, exercises the right to cancel our wedding. _____ Initials

Date of Wedding: _____ Time of Wedding:_____
(Access granted to chapel/facilities up to 4 hours before time of wedding and up to 2 hours after wedding)

Bride's Signature:_____

Groom's Signature: _____

Today's Date: _____

If only one person is present at the orientation, that person is accountable to share this information with his/her fiancé, and should be mailed to DCHS prior to reserving the chapel.

Please return this page (policies initialed, signed and dated) to Becky Osweiler-Hott, Dowling Catholic High School, 1400 Buffalo Road, West Des Moines, IA 50265