

Quinceñera Packet





STEP ONE

Submit the Quinceñera Inquiry Form online and select possible dates and times.

Fill out the [Quinceñera Inquiry Form](#).

STEP TWO

Schedule an appointment to tour the Chapel with the Chapel Coordinator, Gus Villa, at 210-431-6550. At this appointment, the couple will:

Tour the Chapel and Dressing Room;

Review and sign the [Policies and Procedures](#) in the Quinceñera packet, which must be signed in person.

STEP THREE

If the date desired for the Quinceñera is available, the following forms and payment must be turned in before a hold can be made:

Fill out the [Letter of Connection Form](#), describing your connection to OLLU, the Sisters of Divine Providence and the Sacred Heart Conventual Chapel ([example template](#));

[Quinceñera Reservation Form](#) with both the parent/guardian(s)'s signatures;

Nonrefundable [deposit of \\$200](#), which will go toward the total fee;

[Policies and Procedures Form](#)

STEP FOUR

Twelve weeks from the date of the deposit, the next payment of \$550 (can be [completed online](#)) and the following form and letters will be due:

[Facility Rental Agreement](#) completed and signed. (*The Chapel Coordinator will review this with you.*)

[Letter of Permission Form](#) from the couple's home parish granting permission to marry outside of the parish. This should be forwarded to your priest or deacon.

[Presiding Priest/Deacon Agreement Form](#) confirming the presider's obligations for the Quinceñera.

STEP FIVE

Send all vendors their corresponding letters detailing their obligations and a campus map.

[Priest/Deacon letter](#)

[Florist letter](#)

[Photographer/Videographer letter](#)

[Musician letter](#)



STEP SIX

The final appointment will be scheduled 60 days prior to the day of the Quinceñera with the Chapel Coordinator. At this appointment, the couple will:

Bring final payment of \$550 (can be [completed online](#));

Couple will contact the OLLU University Police Department (UPD) to arrange payment for security (Final payment for UPD is due two-weeks prior to the Quinceñera date.).

All payments must be made by check or money order, and made out to:

Our Lady of the Lake University

Attn: Chapel Coordinator

411 S.W. 24th Street

San Antonio, Texas 78207



THIS IS FOR DEMONSTRATIVE PURPOSES. FILL THIS FORM ONLINE

Date: _____

(Introduction)

Introduce yourself.

Write a brief bio in a few sentences, including your clear and direct connection to one of the following: Our Lady of the Lake University, the Sisters of Divine Providence, Providence High School or Saint Martin Hall.

(Request)

Indicate the date you plan to have your Quinceñera and the time block you have chosen.

Write why it is important to celebrate your Quinceñera in Sacred Heart Conventual Chapel.

(Important)

Indicate that you will abide by the Chapel guidelines.

(Closing)

(Signature)

You can fill out the [Letter of Connection](#) online.





THIS FORM WILL BE SIGNED IN PERSON AFTER THE CHAPEL TOUR WITH THE CHAPEL COORDINATOR

Our Lady of the Lake University (OLLU) is happy to share Sacred Heart Conventual Chapel (SHCC) with you for your Catholic Quinceñera celebration. The following policies and procedures will help you and OLLU to care for this sacred place and to preserve its beauty and elegance, as well as meet your hopes and expectations for your special event.

ELIGIBILITY TO USE THE SHCC FOR QUINCEÑERAS

- The Quinceñera must be free to celebrate in the Catholic Church.
- The Quinceñera must have some relationship with OLLU, the Congregation of Divine Providence and/or a Congregational Sponsored Institution.
- The Quinceñera must secure a Catholic priest or deacon to officiate at the celebration and work with the parent(s)/guardian(s) to ensure that the parent(s)/guardian(s) has completed all necessary preparation requirements as set forth by the Archdiocese of San Antonio.
- Only Catholic clergy may officiate at Catholic Quinceñeras in SHCC. In the event that one of the parties is not Catholic, a minister of that party's religion may participate with the Catholic presiding priest or deacon celebrant at the Quinceñera.
- The Quinceñera must submit all documentation required for a Catholic marriage to the presiding priest or deacon and complete all required preparations for the celebration within the Catholic Church.
- The Quinceñera must complete all forms and pay all fees required by OLLU for use of the SHCC.

Parent/Guardian 1: _____ Parent/Guardian 2: _____

RESERVATION PROCEDURES

Submit the Quinceñera Inquiry Form and select possible dates and times.

For the appointment, the couple will:

- Fill out the Quinceñera Inquiry form

After submitting the letter, the parent(s)/guardian(s) must contact the Chapel Coordinator to set up an appointment to tour the Chapel. At this appointment, the couple will:

- Tour the Chapel and Dressing Room;
- Receive the Quinceñera Packet;
- Review and sign the policies and procedures in the Quinceñera Packet.

If the date is available for a Quinceñera, the following forms and the deposit must be turned in to reserve the Chapel:

- A letter describing your connection to OLLU, the Sisters of Divine Providence or the SHCC. Use the provided template;
- Quinceñera Reservation form with both the parent/guardian(s) signatures;
- Non-refundable deposit of \$200 which is part of the total rental fee.



Twelve weeks from the date of the deposit the next payment of \$550 (can be [completed online](#)) is due and the following form and letters will be due:

- Facilities Contract completed and signed;
- Letters from the parent(s)/guardian(s)'s home parishes granting permission to marry outside of the parish—use the provided form;
- Completed SHCC Presiding Priest/Deacon Agreement Form confirming the presider's obligations for the Quinceñera.

The final appointment will be scheduled 60 days prior to the day of the Quinceñera with the Chapel Coordinator. At this appointment, the parent(s)/guardian(s) will:

- Pay final payment of \$550 (can be [completed online](#));
- Parent(s)/guardian(s) will contact OLLU Police Department (UPD) (final payment for UPD is due two-weeks prior to the Quinceñera date).

Payments made by check or money order, should be made out to:

Our Lady of the Lake University

Attn: Chapel Coordinator

411 S.W. 24th Street

San Antonio, Texas 78207

NO CASH PAYMENTS WILL BE ACCEPTED.

Any additional meetings to view the Chapel or any meetings for additional information must be scheduled with the Chapel Coordinator two weeks in advance.

Parent(s)/guardian(s)s are allowed one date or time change (if available). Any additional date or time changes must be submitted in writing to the Chapel Coordinator and will require an additional \$50 fee.

Non-cancellation of a Quinceñera reservation will result in loss a of the \$300 deposit. All cancellations must be made in writing to the Chapel Coordinator.

Parent/Guardian 1: _____ Parent/Guardian 2: _____

SACRED HEART CONVENTIONAL CHAPEL FEE

The fee for use of the SHCC is \$1,300 for up to four hours and will include:

- One-hour rehearsal;
- One-hour decorating before the Quinceñera;
- One-hour for the Quinceñera celebration;
- One-hour for the photography session inside the SHCC.

Parent/Guardian 1: _____ Parent/Guardian 2: _____



OLLU UNIVERSITY POLICE DEPARTMENT SECURITY FEE

The Quinceñera party is responsible for contacting the OLLU Police Department (UPD) to make arrangements for UPD to direct Quinceñera traffic.

- Two UPD officers are required for a Quinceñera;
- Officers will be on-site one hour before the ceremony begins and leave 30 minutes after the ceremony ends.
- An additional payment for the security fee is \$225 and is due to UPD 60 days prior to the Quinceñera celebration.

University Police Department Office Hours: Monday – Friday, 8 a.m.–4:30 p.m.

*Office is closed on all university and Federal Holidays but officers are on duty 24 hours a day.

Emergency Calls Only: 210-433-0911

Non-Emergency Calls: 210-434-6711, ext. 4022 or 210-431-4022

Fax: 210- 431-4067

Email: police@ollusa.edu

Parent/Guardian 1: _____ Parent/Guardian 2: _____

PARKING

The OLLU University Police Department will direct parking to designated areas. Parking will begin in the lot in front of OLL Convent, then Lot A, and overflow is designated in Lot K. (map of university)

- Due to scheduled events on campus, parking in university lots may be limited.

Parent/Guardian 1: _____ Parent/Guardian 2: _____

MUSIC AND USE OF MUSICAL INSTRUMENTS

- Arrangements for all musicians requesting to use the digital organ, pipe organ and/or piano need to be granted permission by the SHCC Music Coordinator
- Only qualified musicians who agree not to alter in any way the instruments' mechanisms may be granted permission.
- The SHCC digital organ, pipe organ and piano cannot be moved under any circumstances.
- The pipe organ in the chapel can be used for an additional fee of \$100 (for maintenance and upkeep).

Parent/Guardian 1: _____ Parent/Guardian 2: _____

DECORATIONS AND FLOWERS

SHCC is a sacred space with a particular architectural character. All decorations for any event in the SHCC must maintain the integrity and sanctity of the SHCC.

Environmental enhancements must maintain the integrity of the liturgical celebration.

Since the SHCC is the main worship space of OLLU, University Ministry personnel may have in place appropriate liturgically oriented art or decorations in the SHCC.



Further:

- The environment will reflect at all times the different liturgical seasons celebrated by the Catholic Church. (e.g., Lent, Easter, Advent, Christmas, etc.).
- The florist must contact the University Quinceñera Coordinator in advance of the Quinceñera to describe arrangement, placement, etc., and receive approval.
- Flower arrangements are to be appropriately placed and need to be removed from the SHCC within the hour following the Quinceñera celebration.
- Pew decorations are to be secured with ribbon only. Pew clips, wire, masking tape, etc. are not permitted.
- Special candles are limited to the Unity Candle and the two altar candles. The Paschal Candle (during the Easter Season) will be lit for the celebration. Other candles on other altars are not available. Candles may not be placed on the pews or along the aisle.
- Floor runners are not permitted.
- No rice, flowers/petals (real or artificial), confetti or bird seed, etc. may be thrown inside or outside of the SHCC or on the SHCC steps.
- Only authorized persons are allowed to operate lights, and public address system
- No receiving line is to be held in back of the SHCC after rehearsal and after the celebration.
- The contracting party is liable for damages to the building, furnishings and equipment.

Parent/Guardian 1: _____ **Parent/Guardian 2:** _____

PHOTOGRAPHY AND VIDEOGRAPHY

- The photographer/videographer should contact the Chapel Coordinator in advance of the Quinceñera for information and instructions.
- Equipment and lights will be placed away from the altar and altar platform.
- Oversized equipment and lights will be allowed only at the discretion of the Quinceñera coordinator.
- No tape is to be placed on the floor or the pews.
- No furniture is to be moved.
- The photography/video session in the SHCC and outside the SHCC must be completed at least 10 minutes before the end of the reserved time block.
- It is presumed that the photography/videography during the Quinceñera celebration will not interfere with or distract from the solemn religious nature of the celebration of Sacrament of Matrimony.

Parent/Guardian 1: _____ **Parent/Guardian 2:** _____

SMOKING

The SHCC areas and all university facilities and grounds are smoke- and tobacco-free.

- Prohibited are all forms of tobacco, including but not limited to: cigarettes, cigars, pipes, hookahs, electronic cigarettes and all forms of smokeless tobacco.
- Tobacco use includes smoking, chewing, dipping or any other use of tobacco products.
- Smoking refers to inhaling, exhaling, burning or carrying of any lighted or heated tobacco product, as well as non-



tobacco smoking substances and smoking instruments.

Parent/Guardian 1: _____ **Parent/Guardian 2:** _____

FOOD AND DRINK

Food and beverages are allowed in the dressing room only. Food is not allowed in SHCC and vestibule.

Parent/Guardian 1: _____ **Parent/Guardian 2:** _____

NAME OF SHCC

Any printed reference to the SHCC on invitations and/or for publicity must identify the SHCC as:

Sacred Heart Conventual Chapel
Our Lady of the Lake University
411 S.W. 24th St.
San Antonio, Texas 78207

Parent/Guardian 1: _____ **Parent/Guardian 2:** _____

CHAPEL COORDINATOR

An SHCC Chapel Coordinator is required for each rehearsal and Quinceñera celebration. SHCC Chapel Coordinators have been trained in the special intricacies of Chapel Quinceñeras and will work with each couple to ensure that all SHCC policies are understood and that a timely flow of the day's proceedings occur with smooth transitions between Quinceñeras.

Contact the Chapel Coordinator approximately 60 days before the Quinceñera. At that time you may:

- Confirm your rehearsal date and time;
- Consult to work through the details of your rehearsal and Quinceñera day (such as private Quinceñera planners, florists and photographers).

At the rehearsal:

- Discuss all aspects of the Quinceñera (including placement of attendants, seating of special guests and assignments of specific ushers to mothers/grandmothers, etc.).

Parent/Guardian 1: _____ **Parent/Guardian 2:** _____



EXITING THE CHAPEL

Due to safety issues the following items are not allowed on the Chapel steps as the Quinceñera is exiting the SHCC:

- Rice
- Flower petals
- Glitter
- Confetti
- Bubbles

If any of these items are found on the chapel steps there will be an additional \$150 cleaning fee.

Parent/Guardian 1: _____ Parent/Guardian 2: _____

OTHER ITEMS

The following items are not allowed without written authorization of Reservation Manager or Event Services Staff:

- No Pets are allowed; unless they are service animals (copy of documentation is required).

Parent/Guardian 1: _____ Parent/Guardian 2: _____

RESPONSIBILITY OF THE QUINCEÑERA

Before the Quinceñera:

1. Secure the presiding priest or deacon celebrant; give enclosed letter and form to the priest/deacon;
2. Preparation of paperwork for the Sacrament of Marriage by presiding priest or deacon celebrant;
3. Stipend to the presiding priest or deacon celebrant;
4. Preparing for the Mass:
 - a. Prelude/Gathering Music;
 - b. Memorial Candle (not required);
 - c. Welcome (Cantor);
 - d. Quinceñera Party Procession;
 - e. Procession Music;
 - f. First Reading;
 - g. Second Reading;
 - h. Unity Candle (not required);
 - i. Bible, Rosary, Arras and Lazo Celebration (not required);
 - j. Eucharist (Gift Bearers);
 - k. Eucharist Music;
 - l. Presentation of Flowers to the Blessed Mother;
 - m. Presentation of Flowers to the Blessed Mother Music;
 - n. Recessional Music.
5. Secure the florist/Quinceñera planner; give enclosed letter to florist/Quinceñera planner;
6. Secure the musician; give enclosed letter to musician;
7. Obtain approval of musicians by the SHCC Music Coordinator;
8. Stipend to musicians;



9. Secure the photographer/videographer; give enclosed letter to photographer/videographer;
10. SHCC fee for use of SHCC paid to OLLU 60 days before the Quinceñera;
11. Security fee paid to the OLLU University Police Department 60 days before the Quinceñera.

After the Quinceñera:

1. Remove all decorations from the SHCC.
2. Remove all items in the Dressing Room

Parent/Guardian 1: _____ Parent/Guardian 2: _____

SIGNATURES

I have read and understand the POLICIES AND PROCEDURES to be observed for the use of SHCC and agree to comply with these regulations.

Parent Guardian 1: _____ Date: _____

Parent Guardian 2: _____ Date: _____

Chapel Coordinator: _____ Date: _____





Lessor: Our Lady of the Lake University

Phone Number: 210- 528-7152

Lessee: _____

Cell Number: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Individual Responsible for the event: _____

Email: _____

Facility Being Reserved: Chapel Auditorium Sacred Heart Conventual Chapel

Set Up Date: _____ Set Up Time: _____ Until: _____

Event's Dates: _____ Time: _____ Until: _____

Facilities to be used are limited to the following activity: _____

Total number of participants not to exceed: _____

In consideration of the use of specified facilities for fees as agreed here:

Fee for Sacred Heart Chapel - **\$1,300** for up to 4 hours:

\$200 Deposit non-refundable deposit which is applied to the \$1,300 (Required to hold date)

An additional **\$50** will be charged per ½ hour for the use of the Chapel beyond the 4-hour time.

Use of the Chapel Auditorium - **Please see Appendix A for Pricing**

\$200 non-refundable deposit (applied to the total cost is required to hold date)

Total hours reserved: _____

Total charge: _____

Music Concert in Sacred Heart Chapel - **\$1100** for profit, **\$650** for non-profit including set-up and take down time up to 8 hours; **\$200** non-refundable deposit, which is applied to the total cost is required to hold date.

Total hours reserved: _____

Total charge: _____

Other ceremonies in Sacred Heart Chapel - **\$100** per/hour. **\$200** non-refundable deposit which is applied to total cost is required to hold date.

Total hours reserved: _____

Total charge: _____



Alcohol Service

Yes, alcohol will be served and sold by Events Services Office.

No, alcohol will not be served at this event.

Licensed entry will sell/serve alcohol

The Lessee agrees to the following conditions:

- Policies and Procedures:** Lessee is responsible for reading and observing all Sacred Heart Conventual (SHCC) Policies and Procedures.
- Supervision and Security:** Lessee is responsible for providing supervision for all of its participants students, agents, employees, volunteers, spectators, vendors (collectively referred to as "guests") and for all of its activities, including campus security as specified in the SHCC Policies and Procedures, without the assistance or involvement of the Lessor. University Polices fees will depend on how many guests attend and if alcohol will be sold or served at the event. Lessee is required to contact University Polices at (210)431-4022 to make arrangements for campus security at the event.
- Equipment:** Lessee will inspect the facility and equipment before using it and immediately report any problems of the attention of the Chapel Coordinator so that problems can be corrected before usage. Ordinarily the Chapel Coordinator will accompany the Lessee during the inspection. Lessee acknowledges that the Lessor's equipment is available AS IS and agrees that Lessor is not liable for any damage to personal property belonging to Lessee or its guests while utilizing the Lessor's equipment.
- Cleaning:** After use of the facilities has been completed, Lessee agrees to leave the facilities and all furnishings and equipment in a clean and orderly condition and in the same condition as they were prior to Lessee's use, except for normal wear and tear.
- Damages:** Lessee will be responsible for any damages to premises caused by Lessee's activity or any of Lessee's guests during the time of the activity. Cost to repair or replace the damaged furnishings, equipment, or premises will be determined by the Lessor and will be billed to the Lessee.
- Prohibited Items:** In addition to the items listen in the SHCC Policies and Procedures. No Confetti or Glitter is allowed in the auditorium(Lessee will be charged an additional \$150 cleaning).
- Minor During Setup:** Children will not be allowed in the Chapel Auditorium during setup and decorating time.
- Assumption of Risk:** Lessee is voluntarily assuming full responsibility for any risks of loss, property damage, or personal injury, including death, while using the facility and equipment. Lessor is not responsible for any property belonging to Lessee or its guests left behind after the event. Lessor is not responsible for any damage to vehicles or personal property in the Lessor's parking lot. Lessee understands and agrees that Lessor will not be responsible for any medical costs, and Lessee will be required to pay personal medical and emergency expenses in the event of injury or illness.
- Indemnification:** Lessee completely and unconditionally releases Lessor from all claims of liability for each and every injury, harm, damage, and loss of every kind or description (including death) to the Lessee's person or property, except such occasioned by willful, wanton or gross negligence or misconduct of the Lessor. Lessee does further agree to defend, hold harmless, indemnify and release, and forever discharge the Lessor from and against any and all claims, demands, and actions or causes of action on account of damage to or related to the Lessee's such participation.
- Mandatory Arbitration:** Lessee agrees that any claims, disputes, or controversies arising out of or in any way related



to this Contract, as permitted by law, will be resolved by arbitration conducted in San Antonio, Bexar County, Texas in accordance with the rules of the American Arbitration Association, and judgment on any award rendered by the arbitrator may be entered in any court having jurisdiction thereof. It is UNDERSTOOD THAT LESSEE WAIVES AND RIGHT TO A JURY TRIAL OR A TRIAL BEFORE A JUDGE. The expenses of the arbitor will be borne (or reimbursed, as applicable) by the nonprevailing party.

11. **Force Majeure:** Lessor will not be liable for nonperformance or defective or late performance of any of its obligations under this Contract to the extent and for such periods of time as such nonperformance, defective performance, or late performance is due to reasons outside of Lessor's control, including acts of God, war (declared or undeclared), action of any governmental authority, riots, revolutions, fire, floods, explosions, sabotage, nuclear incidents, lightening, weather, earthquakes, storms, sinkholes, epidemics, or strikes (or similar nonperformance or defective performance or late performance of employees, suppliers, or subcontractors).
12. **Notice of Renovation and Construction:** OLLU has commenced a Capital Campaign to raise funds for the costs associated with renovation the historic SHCC and the Chapel Auditorium. In the event the SHCC and/or the Chapel Auditorium may be undergoing any substantial construction or renovation activity during the event date(s) that would materially affect the event, Lessor will provide Lessee with at least six (6) months' notice prior to the event date, and Lessee will have the right to cancel this Contract without liability if, in Lessee's reasonable judgment, such construction or renovation may tend to unreasonably affect the use of the facilities or the quality of service to be provided under this Contract. No such unplanned renovation or construction activity will be undertaken except under emergency conditions. Should an emergency necessitate any construction activity during the event date(s), Lessor will promptly contact Lessee to determine an acceptable remedy, which may include Lessee's right to cancel this contract without liability.
13. **Deposit:** To secure the forgoing reservation, Lessee tenders with this agreement a nonrefundable deposit of \$200.
14. **Balance:** The remaining balance of \$ _____ is due within 60 days of the scheduled reservation, or by _____.
Failure to pay the balance 60 days prior to the event will result in canceling the reservation.
15. **Cancellation:** Excluding any exceptions as noted in the Terms and Conditions of this Contract. Reservations canceled after sixty (60) days will result in loss of all payments.



OUR LADY OF THE LAKE UNIVERSITY
Event Services

The signature of the Responsible Party below indicates that Lessee hereby agrees to all conditions and clauses in the Contract and will abide by all such written conditions and terms. Lessee hereby agrees to assume responsibility for Lessee's guests' adherence to all relevant OLLU policies and procedures. Lessees acknowledges that failure to pay the balance sixty (60) days prior to the event will result in Contact's immediate and total termination, along with loss of all payments. Lessee assumes responsibility for confirming with the Chapel Coordinator.

Accepted: _____ Date: _____

(Signature of Responsible Party)

(Signature indicates that Responsible Party has received, read and accepts the Policies and Procedures for usage of the Sacred Heart Conventual Chapel and/or Chapel Auditorium)

Lessor: _____ Date: _____

Elizabeth Longoria, Director of Campus and Community Engagement

or

Gustavo M. Villa Jr., Chapel Coordinator



APPENDIX A

Please select the Package of your choice:

150 guests: \$3,500

200 guests: \$3,700

The hall reservation includes a building manager, security fees, setup, breakdown, housekeeping, polyester linen in the color of your choice, light backdrop, ceiling drapery, chair covers, chair bows, up-lighting and two bartenders. You also get six (6) hours of your choice up to midnight for the time of the event (**if additional time is needed the cost is \$150 per hour**). We sell beverages and concessions.

You can bring your own catering. Please indicate the following:

Buffet Service

Table Service (if table service cleaning is provided [no additional fee charged]; if table service cleaning is not provided a fee of \$130 will be charged for staff).

Add-on's are: charger plates \$1 each, napkins are .50¢ each. Premium linen is available in place of the polyester linen for an additional cost, depending on the material.

**Alumni discount: \$100 off the total price.

Please check to indicate Alumni status.



**Miguel Alcantar**

Organist

quisutdeus@live.com.mx

C: 210-544-6577

David Ayon

Tenor, Cantor, Guitarist

C: 210-846-4847

Rob Jenkins

Organist, St. John Lutheran Church

C: 210-812-6891

Rita Linard

Flautist, UTSA

Rita.linard@utsa.edu

Mark Marty, MM, AAGO

Organist, Madison Square Presbyterian Church

markmartyorgan@gmail.com

msmarty@ollusa.edu

C: 210-663-8573

Greg Nussel, BS, MBA

Organist and Choir Director, Oak Hills Presbyterian Church

Organist, Epiphany Anglican Church

Greg_Nussel@satx.rr.com

C: 504-220-6589

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