



The Rental Process for Schram Memorial Chapel

1. Email the following to aaron.glickson@glenviewparks.org
 - Couple's first and last names
 - Home address
 - Number of anticipated guests
 - Primary phone number
 - Rehearsal date and time block- 1.5 hours
 - Ceremony date and time block- 3 hours
2. The chapel supervisor will email you the rental agreement which will include payment instructions. Payment can be made by credit card, check, or cash. We do not accept American Express.
3. **The refundable security deposit of \$300 is due within five days of booking. The rental fee of \$689 is due within 15 days of rehearsal date.**
4. In the meantime, the chapel supervisor will gladly answer any questions, advice or concerns, make time changes (if available) and follow up on caretaker scheduled for your rental dates.
5. The chapel supervisor will email you to remind you of payment if applicable, confirm reservation dates & times, and caretaker information.
6. Concluding the ceremony, you will receive an email confirming the deposit refund details as well as an opportunity to share your feedback. Deposits are refunded based on the payment method; cash/ check= check refund, credit card= credit card refund. Allow up to 10-14 business days.

Helpful resources available in this packet and or online

- Chapel history
- Rental rates
- Frequently asked questions
- Measurements & equipment provided
- Resource list- service providers, hotels and more
- How to apply for marriage license (online)
- Helpful wedding planning tips (online)