

University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual

Topic: Conference Services: Wedding Policy

Updated: June 18, 2007

Generally weddings and wedding receptions will follow the same procedures and be subject to the same rental fees as any other special event contracted through Conference Services. However, in the interests of promoting a spirit of unity and celebration within the UWF community an exception to the standard rental policy will be made when either the prospective bride or groom or a parent of either the bride or groom is a student, faculty member, staff member or alumni of The University of West Florida. In these cases, a discounted wedding rate will apply.

Individuals wishing to arrange for a wedding on campus must contact the Manager of Reservations and Conference Services who will arrange and confirm all bookings, arrange all set-up and other requirements, and assist with coordinating catering if necessary. Wedding sponsors will be required to sign a contract outlining applicable terms and conditions.