



Texas Christian University - Robert Carr Chapel
Florist & Decorations Guidelines

All furnishings and fixtures in Robert Carr Chapel are considered permanent and may not be moved for weddings. These include the cross, altar table, piano, altarware, narthex tables, and hymnals, bibles or other books in the pew racks.

Set up must be completed one hour before the wedding begins. Everything must be removed immediately after the event. Robert Carr Chapel does not provide any decorations, candle holders, etc.. The building will be open only two hours prior to the ceremony to allow for floral deliveries, photographs, etc.

Flowers and Decor

- A floral arrangement may be placed at the foot of the cross if it does not exceed 40 inches in height.
Arrangements of candelabra, greenery and/or flowers may be placed on each side of the communion table or on the floor as long as they do not interfere with the safe movement of the bridal party and the necessary sight line for the organist.
Artificial or real floral petals may be thrown as long as they do not stain the carpet.
Floral arrangements may be placed in the window sills provided a protective base is used to prevent water marks. Floral arrangements may not be placed on the chancel woodwork or the organ.
No décor of any kind may be affixed to any chapel furniture or walls by nails, tape, putty or 3M products. (Only ribbon may be used to hang flowers from chapel pews.)
Wreaths may be hung on the lanterns outside of the Chapel.

Candles

- Candelabra must use only votive candles .
Candles may be used on window ledges and communion table provided there is no open flame, (glass hurricanes, etc. may be used). No candles are allowed in the aisles, foyer or outside the Chapel.
A unity candle consisting of tapered candles and a pillar candle may be placed only on the communion table.

For reasons of safety, no runners may be used in the center aisle.

The wedding parties only have access to Robert Carr Chapel for four hours as stated in the User Agreement. All decorations and properties must be removed from Robert Carr Chapel by the end of the four (4) hour block of time. The time allowed for chapel use is to be strictly followed. If a dispute should arise the day of the wedding, chapel staff are authorized to alert the TCU Campus Police.

Please note that neither the presiding clergy or members of the bridal party may supercede any of these policies.

FLORIST POLICY AGREEMENT

Business Name: _____
Contact: _____ Email _____
Address: _____ Website: _____
Phone # (_____) _____ Fax # (_____) _____
Wedding Party _____ Date of Wedding _____
Yes, I would like to be considered for the TCU Vendor List.

I have read the Robert Carr Chapel Florist Policy above and agree to abide by these guidelines. I understand that if I violate these rules and regulations, I may lose future professional privileges at Robert Carr Chapel.

Signature _____ Date _____

This agreement must be on file seven days before any work in Robert Carr Chapel. Once it is on file, it is valid until policies are changed. Fax this to 817-257-7304, e-mail to robertcarrchapel@tcu.edu or mail to Robert Carr Chapel, TCU PO Box 297310, Fort Worth TX 76129. Contact 817.257.7831 for questions.

