

**TEXAS CHRISTIAN UNIVERSITY**  
**ROBERT CARR CHAPEL RULES AND REGULATIONS**  
**Effective January 11th, 2008**

### 1. GENERAL INFORMATION

Robert Carr Chapel, built in 1952 on the Texas Christian University campus as a sacred space for the campus community, is also a popular place for weddings. The chapel staff is happy to assist you in planning your ceremony. The information below is designed to assist you with questions and details. Information is also available [www.faith.tcu.edu](http://www.faith.tcu.edu).

#### Logistics Information

- The chapel is reserved only for 4 hours per wedding and cannot be accessed until 2 hours before each service and must be cleared within two hours of the start time.
- The seating capacity of the Chapel is approximately two hundred seventy downstairs and ten in the balcony (due to fire code) . The chapel has ten windows (five on each side) and nineteen pews on each side.
- Robert Carr Chapel is located on the east side of University Drive, south of Cantey Drive & north of Berry Street. The building itself is located between Beasley Hall & Brite Divinity School & has public entrances on the west side.

#### Address for Invitations

Robert Carr Chapel  
 2855 University Drive  
 Fort Worth, Texas 76129

#### Address for Chapel Correspondence

Texas Christian University (Jarvis Hall)  
 Office of Religious & Spiritual Life Attn: Chapel  
 TCU Box 297310 Fort Worth, Texas 76129

### 2. Scheduling Guidelines

- The chapel is available for Saturday weddings and is reserved in 4 hour blocks (8am-12pm, 12pm-4pm, 4pm-8pm). Sunday evening weddings are allowed only when preceding Saturdays are fully booked.
- Rehearsals are Friday evenings and are one hour each (5:00-6:00, 6:00-7:00 or 7:00-8:00). Users must begin and end the rehearsal within the assigned hour – no exceptions.
- Fall weddings: weddings scheduled on dates concurring with TCU home football games require that the wedding party reserve the parking lot behind the chapel. The fee for reserving and staffing the lot is \$175 and payment is due 90 days prior to the wedding. All fall dates are to be booked with the understanding that home football games may be scheduled after booking. On all other dates, free parking is available behind the chapel as well as on adjacent streets

### 3. Chapel Rules - General

- All parties will comply with all the laws of the United States; the State of Texas; all ordinances, rules or requirements of the City of Fort Worth; and all the rules and regulations of the TCU campus, and will not do or suffer to be done anything in violation thereof on said premises during the use period.
- TCU reserves the right through its administrators and/or officers of the TCU Police Department to eject any objectionable person or persons from the Chapel. Upon the exercise of this authority, through the administrators or officers of the TCU Police Department, users hereby waives any right & all claims for damages against TCU.
- Absolutely no food or drink is allowed in the chapel, the restrooms of the chapel or the narthex.
- TCU assumes no responsibility for gowns, tuxedos, flowers, etc., delivered to the chapel.
- It is the responsibility of persons making the wedding arrangements to ensure that all members of the wedding party are informed and observe these policies. TCU also prohibits the carrying of licensed or unlicensed guns or weapons as defined by Texas State law onto its campus. Anyone found in violation of this policy will be escorted off campus.
- No smoking or use of tobacco products is permitted in the chapel, the adjoining buildings or on the chapel steps.
- Rehearsals and ceremonies will not be conducted when any member of the party is under the influence of alcohol and absolutely no alcohol of any kind is allowed in or around the chapel. This includes outside the chapel area, parking lots, classroom buildings and in dressing rooms. Any persons who arrive intoxicated or become intoxicated while getting ready for the ceremony or during the ceremony or rehearsal will be ticketed and escorted off property by the TCU Police.

### 4. Chapel Rules – Regarding the Ceremony

- No rice, confetti, etc. can be thrown within or around the chapel. Birdseed or flower petals may be tossed out-of-doors.
- The use of wagons, motorized vehicles, strollers, etc. as part of the ceremony is prohibited. Guests with strollers may not take them into the sanctuary since it creates a traffic problem & fire hazard. Walkers & motorized apparatus used by individuals with disabilities are allowed.
- Pets or animals of any kind (except those for the visually impaired) are not allowed in the chapel.
- Dressing Rooms are located in the Beasley building connected to the chapel. Only designated rooms may be used.

### 5. Fees

The Robert Carr Chapel was built to serve the religious needs of the TCU community. Persons who are not members of the of TCU are also welcome to use the Chapel facilities when scheduling permits. The chapel is also available for the renewal of

vows or other special services. Since these services will occur during typical wedding time frame and require the services of our chapel staff, the same fees apply.

Students, faculty, staff, alumni & trustees	\$775
All Others	\$975

The fee includes rental of the chapel including rehearsal, ceremony and assistance of our chapel coordinator.

The reservation fee must be paid in full within 30 days of making your reservation and include the signed contract on page 4.

- You will forfeit all fees in the event that you cancel or postpone less than nine months prior to your date.
- Refunds will be made only if cancellation is given in writing at least nine months before the facilities are to be used. Refunds will only be issued to the person who made the reservation & paid the original fee.
- If necessary, a wedding date or time may be rescheduled **once** if more than nine months from the original date. After that, any changes will be considered a cancellation and will require rebooking.
- Make all checks payable to TCU. Checks can be mailed or delivered to the RSL office in the Student Ctr, Suite 111.
- In the event that a wedding is booked within 60 days of the ceremony, full payment is due in 7 days.

## 6. The Chapel Coordinator

For information regarding details such as timing of deliveries, wedding etiquette, & other items not listed here, please contact the office. A chapel coordinator from our staff will be present for your rehearsal and ceremony. You will receive the name and contact information of the coordinator for that weekend 4 weeks before the ceremony. The Chapel Coordinator:

- Is present at the rehearsal and ceremony and ensures access to the chapel and dressings area,
- Serves as liaison between TCU and the couple by providing information, answering questions and assisting with logistics of the service as appropriate, but does not plan tasks such as flowers, attire, reception, etc..
- And upholds & enforces the rules and regulations of the chapel & TCU.

## 7. Guidelines for the Minister or Officiant

Couples may use his/her preferred ordained minister, priest or rabbi or other officiate. Clergy fees are negotiated on an individual basis and are not part of the Robert Carr Chapel wedding fees.

## 8. Rules and Regulations Regarding for Flowers and Other Decor

### General

- The chapel furniture (communion table, kneeling bench) & cross may not be moved or have decorations placed on them
- For reasons of safety, no runners may be used in the center aisle.
- Decorations may not be fastened by glue, pins, tacks, nails, wire, etc. Bows may be tied to pews ends with ribbon only.
- Must be completed one hour before the wedding begins. They must be removed immediately after the ceremony and/or the taking of wedding pictures. Robert Carr Chapel does not provide any decorations, candle holders, etc..

### Flowers

- 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.
- Flower girls may throw artificial petals, rose petals, or other types of petals as long as they do not stain the carpet.
- Floral arrangements may not be placed on the chancel woodwork or the organ.
- Floral arrangements may be placed in the window sills provided caution is used to prevent water marks.

### Candles

- Only votive candles may be used in the candelabra and other decorations. "Dripleless candles" may not be used.
- No candles may be used in the aisles at any time. Votive candles may be used on window ledges.
- A unity candle made of tapered candles and a pillar candle may be placed only on the communion table, so as to prevent wax dripping on the floors and carpets. A protective, flame retardant surface must be provided under the candle.

### Cleanup and Damages, & Other Items

- The building will be open *only two hours* prior to the ceremony to allow floral deliveries, photographs, etc.
- The bride and groom are responsible for clean up after the ceremony and any damage done to the chapel by the wedding party, guests, florists or decorators and will be billed for damages or excessive clean up costs.
- During Advent, a wreath centerpiece will be hanging in front of the chapel along with greens around the chancel columns. If a couple chooses to move other chapel greens they must return them to their original position after the service.

## 9. Rules Regarding Photography and Videography

### Photos

- Professional photographers may stand 3-5 rows from the back to take pictures during the processional & recessional only.
- All other ceremony pictures must be taken from the balcony or the last row of the chapel and may not use a flash.
- Flash photos, whether by guests or professionals, are not allowed during the service.

- Pictures may be taken throughout the Chapel until 45 minutes before the wedding.
- Pictures before or after the wedding within the reserved time may be made in the bride's dressing room, foyer, cloisters, and other areas around and outside the Chapel.

#### Video

- Videotaping may be done only from the balcony or the last 3-5 rows on the first floor using only the lights of the Chapel.
- No microphones or recording equipment beyond the camera itself may be used.

### **10. About Music in the Chapel**

- Most weddings in Robert Carr Chapel take advantage of using a chapel organist. The chapel houses a magnificent pipe organ with organ stops ranging from soft strings to flutes of many varieties, reed instruments, brass, & organ principals. Using an organist includes opening pieces on the tower bells, a 30 minute concert before the ceremony, processional music, accompaniment as needed throughout the ceremony, recessional music and the playing of the tower bells as guests are leaving the ceremony. If in addition or instead, couples wish to use the piano, a list of approved pianists is available.

### **11. Rules Regarding Music**

- Only music that is of a sacred & religious nature may be used in the chapel. The mention of God or Jesus does not necessarily make a song religious & love songs are not appropriate.
- Electronic amplifiers for instruments, recorded music and electronic keyboards are prohibited. Acoustic guitars, violins, cellos, violas, trumpets, flutes, trombones, oboes, etc. are welcome.
- The Organists are Ms. Betty Boles and Ms. Mary Alice Parrish and the organist's fee is **\$300**. Her duties include the wedding rehearsal, the ceremony & the time required to prepare. Fees are due to the chapel office no later than 90 days before the wedding.
- When the chapel is officially booked, it is the responsibility of the couple to contact the organist (if used) to plan at least six weeks in advance of the wedding.
- For couples, not using the organ, music selections must be submitted no later than 60 days in advance by email only to [robertcarrchapel@tcu.edu](mailto:robertcarrchapel@tcu.edu)

**12. Indemnity** User agrees to indemnify, defend and hold harmless TCU, its trustees, officers and employees from and against any and all claims, demands, suits, losses, damages, injuries and liabilities, including attorney's fees, costs and expenses incurred in connection with or during the performance of this Agreement.

**13. Right of Refusal** All weddings in Robert Carr Chapel take place at the discretion of the Office of Religious & Spiritual Life & Texas Christian University. TCU reserves the right to refuse to book the chapel for weddings at any time.

**14. Lost and Found** Custodians inspect and clean the chapel following each wedding. In the event items are left behind, call 817-257-7831 and leave a message for the Chapel Office regarding including description & contact information

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We look forward to working with you in this important event of your life. If you have any further questions please call The Office of Religious & Spiritual Life at (817) 257-7831 or visit us in Jarvis Hall (1<sup>st</sup> Floor). Thanks and Congratulations!



IMMEDIATELY AFTER YOU HAVE BOOKED YOUR WEDDING:

Please fill out the information below including your signature and return with your booking fee. Thank You.

ROBERT CARR CHAPEL WEDDING CONTRACT

We agree to adhere to all the policies stated above and understand that if policies are broken additional fees may be incurred and in cases of infraction, our ceremony may be cancelled.

Wedding Date/Time: \_\_\_\_\_ Rehearsal Date/Time: \_\_\_\_\_ Fee: \_\_\_\_\_

Printed Name (Bride): \_\_\_\_\_ Printed Name (Groom): \_\_\_\_\_

Signature (Bride): \_\_\_\_\_ Signature (Groom): \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Check all that apply:

\_\_\_\_\_ Current student: ID # and expected date of graduation \_\_\_\_\_

\_\_\_\_\_ Alumni: degree conferred and year of graduation \_\_\_\_\_

\_\_\_\_\_ Faculty, Staff or Trustee Department or Office \_\_\_\_\_

In the event that neither bride nor groom can be reached, please provide two emergency contacts:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Name #2 : \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

For office use only;

Payment \_\_\_\_\_ Ck# \_\_\_\_\_ Date received \_\_\_\_\_