

# Robert Carr Chapel Rental Contract

## Internal Organization/Department Reservation

Renting the chapel is not like renting a classroom or any other room on campus. The chapel is a sacred space and must be respected and may only be used for events of a sacred nature or religious events as determined by Religious and Spiritual Life staff. The event must be open to everyone/anyone on campus since it is a community chapel. No one can be turned away. The chapel may be used for a maximum of (4) hours. Exceptions must be reviewed by the chapel coordinator in advance.

The following policies exist to preserve the heritage and purposes of Robert Carr Chapel.

### **Behavior in the Chapel**

1. There is to be no food or drink in the Chapel regardless of event type or length. This includes classes.
2. The use of tobacco in any form is not permitted within the Chapel, cloisters, restrooms, narthex or outside steps.
3. No events will be conducted when anyone present is under the influence of alcohol nor can alcohol be served within or around the chapel, including the parking lot.
4. Organizations and Departments must abide by all applicable TCU policies including the TCU Student Code of Conduct.

### **Caring for the Chapel**

1. All Chapel furniture & fixtures, including, but not limited to the piano, chairs, kneeling bench, pew cushions, cross, and altar candles may not be moved nor should there be any decorations placed on them. Nothing may be placed in front of the pulpit, lectern or communion table.
2. No candles may be used in the aisles. Candles on the windowsills should be votive candles or chimney covered with no open flames. All individual candles must have appropriate holders to prevent wax drippings, such as plastic cups.
3. No rice, confetti or any other items may be thrown within or around the chapel.
4. Decorations are not to be fastened by glue, pins, tape, tacks, nails, clamps, wire, etc.
5. All items brought in for your event must be removed at the end of your reserved time. Please check all aisles and pews to ensure that nothing is left behind.
6. For weekend reservations please call TCU Police at 817-257-7777 for access to the chapel.

By signing this contract, you are accepting responsibility for your organization and agree to abide by these regulations. Any damages to the chapel will be billed to the group or individual reserving the space.

Organization: \_\_\_\_\_ Event: \_\_\_\_\_  
Number of people expected: \_\_\_\_\_ Sound System:  Yes  No  
Date of use: \_\_\_\_\_ Time of use: \_\_\_\_\_ to \_\_\_\_\_  
Your name: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ Advisor: (if applicable) \_\_\_\_\_

Please return this form to Religious & Spiritual Life, Jarvis Hall, 1<sup>st</sup> floor or box 297310. You will receive confirmation of your reservation by e-mail. For questions please call x7830 or e-mail robertcarrchapel@tcu.edu.

*For Office Use Only:*

Date Received \_\_\_\_\_ Approved: \_\_\_\_\_ Not approved: \_\_\_\_\_ Date confirmation sent : \_\_\_\_\_

Comments: \_\_\_\_\_



Revised 5/12/09

