Community Reservation Request Form

This contract is for any non-TCU person or organization wanting to reserve RCC for events other than weddings (for weddings, please see wedding contract). Please initial next to each statement, stating that you & your organization agree to follow all chapel policies.

Chapel Policies:

_____ The chapel is a sacred space within a university setting & may only be used for events of a religious, spiritual, academic or philanthropic nature as determined by chapel staff.

_____ The chapel may be used for a maximum of 4 hours. Exceptions must be reviewed by the chapel coordinator. Please respect yours & other’s time frames by not showing up earlier or staying later than your reserved time.

_____ No food or drink allowed in the chapel. Alcohol cannot be served within or around the chapel. The use of tobacco in any form is not permitted within or around the chapel.

_____ Guests must abide by all TCU campus policies.

_____ Nothing may be placed on the organ or piano, nor draped, hung, or leaned upon the cross. No décor may be affixed to any chapel furniture or walls by nails, tape, putty, tacks, pins, glue, wire, pew hangers, or 3M products.

_____ No candles may be used in the aisles, unless battery powered. All candles must have a protective base. No glass containers allowed in aisles.

_____ No chapel furniture & fixtures may be moved including, but not limited to the piano, chairs, cross, kneeling bench, pew cushions, hymnals, etc.

_____ All items brought in for your event must be removed at the end of your reserved time. Wedo not provide storage for items before or after events.

Organization: ___________________________ Event: ___________________________

Contact name: ___________________________ Relationship to TCU: ___________________________

Email: ___________________________ Phone: ___________________________

Today’s Date: __________ Date of use: ___________ # of people expected: __________

Setup Start Time: __________ Start Time: ___________ End Time: __________

Sound System Needed? ☐ Yes ☐ No If yes, note that a chapel sound tech will be present at your event. If yes, list requests (microphones, recorded music, video, etc.) ___________________________

Parking Needed? ☐ Yes ☐ No If yes, number of spaces ________ (spaces are not reserved, but TCU police will be notified). Will you be using the cloisters or outside of chapel? ___________________________

By signing this contract, I understand that I may not supersede chapel policies, accept responsibility for my organization, agree to abide by regulations, & realize that breaking policies will result in not being welcomed back to the chapel. Any damages or excess housekeeping charges will be billed to the person reserving the space. Submit form to robertcarrchapel@tcu.edu, fax 817-257-7304, or bring to the RCC Office in Jarvis Hall. Agreements must be on file 30 days before any event in RCC. Contact Kayli Burnett at robertcarrchapel@tcu.edu or 817-257-7831 for questions.

Signature: ___________________________ Date: ___________________________