



Frequently Asked Questions

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*Highlighted sections are uncertain & will be revised once the chapel reopens June 2017.

1. Who may be married at Robert Carr Chapel?

The chapel is open to the entire community. A discount applies only if one of the individuals being married is TCU Alumni, Faculty, Staff, Trustees, or children of. Non-TCU affiliates are welcome to host their wedding in the Chapel as well. Because TCU is affiliated with, but not governed by Disciples of Christ, we host ceremonies of all kinds & do not discriminate against any religion or type of ceremony.

2. How far out do you book?

Typically, we book 12-18 months in advance. Please contact our office to check availability. We do not book more than 2 years in advance.

3. What does the chapel fee include?

- A 3 hour block for the wedding & 1 hour for the Friday rehearsal.
- A chapel coordinator to work with you throughout the wedding process, to run your rehearsal as needed, to coordinate your wedding in the chapel, & to work with outside coordinators as needed.
- Parking in a TCU campus lot (please note additional parking fee required on home football game fees)
- The services of a sound technician to address the sound needs of the minister, vocalists, etc.

4. What is the physical address of the chapel to use on invitations?

Robert Carr Chapel
2855 South University Drive
Fort Worth, Texas 76129

5. Where is the chapel office located?

The chapel office is housed inside the Office of Religious & Spiritual Life, which is directly across the street from the chapel. The building is named Jarvis Hall. When you enter Jarvis, from the street (S. University), our office is directly on your right.

6. Can I take a tour of the chapel on the weekend?

Because we host up to 5 weddings in the chapel each weekend, we are unable to provide tours of the chapel on Saturdays or Sundays. In addition, the chapel is closed whenever TCU is closed. The chapel is open Monday-Thursday from 8am-8pm & Friday 8am-4pm, so you are welcome to pop in & take a peek whenever you would like. Please be respectful of any events that may be occurring in the chapel at that time. If you would prefer a guided tour, please contact our office to schedule an appointment during our weekly office hours, M-F 9am-5pm.

7. How do I make a payment? Who do I make checks out to?

You are welcome to pay [online](#), or you may send or bring in a check made out to TCU.

8. If I must postpone or cancel my wedding, will I get my money back?

See #11. Rescheduling, Refunds, & Late Bookings in the wedding contract.

9. Who is the chapel's officiant? Can I bring my own officiant?

The chapel does not have an officiant. The couple is responsible for bringing their own officiant. He or she can be of any denomination.

10. Are there Sunday services at the chapel?

There are student organizations that use the chapel on Sundays, but there are no regular services open to the public.

11. Where do my guests park? Will there be enough parking?

Guests park in the parking lot behind the chapel, accessible from Princeton Avenue. Guests who have difficulty walking may be dropped off closer to the chapel, though there is no parking closer to the chapel. There are more spaces than the number of people the chapel holds; therefore, there is always enough parking. If a football game is scheduled on your wedding day, please see the wedding policies for more information.

12. Can my flower girl toss flower petals down the aisle? Can we decorate with flower petals?

You are welcome to decorate with flower petals (real or fake) & have a flower girl toss petals, but please keep in mind that your party will be responsible for picking up ALL petals & we do not provide cleanup materials. It is up to the wedding party to ensure the chapel looks as it did when you arrived, whether you contact a florist to clean up or schedule friends/family to help. This is a task that little kids usually don't mind helping with!

13. Can my dog walk down the aisle?

No animals are allowed inside the chapel.

14. Can wagons/strollers be pulled/pushed down the aisle?

No wagons/strollers are permitted down the aisle. The narthex is too small to park them beforehand & there is nowhere to park them once down the aisle. It is a fire safety hazard because it blocks walkway access & we do not want any scratches/dents amongst our beautiful chapel.

15. Can I have a unity candle?

Yes, you may have a unity candle, sand, knot, cross, etc. We do not discriminate & are open to all sorts of unity ceremonies. However, we do not allow unity paintings because we do not want paint on our chapel.

16. Are there decorations for my wedding?

The chapel does not provide any decorations, candles, or flowers. However, if your wedding is during the season of advent, the chapel will be decorated. Please view the [photo gallery](#) to see the chapel decorated during advent.

17. Can I play recorded music in the chapel?

No recorded music is permitted in the chapel, & all music must be sacred or traditional in nature. Please see #9. Music in the [chapel contract](#). You can also listen to [frequently used songs online](#).

18. What kind of instruments are in the chapel?

We have 3 instruments in the chapel- organ, piano, & carillon bells. In August 2013, the chapel obtained a brand new Mason & Hamlin piano. Our most popular instrument is the 2,400 pipe organ. "The present organ in Carr Chapel was built by the Ross King Organ Company of Fort Worth. It replaced, in 1979, the original two-keyboard, fourteen-stop Reuter organ. The King, valued at \$295,000, has three keyboards and thirty-six stops. The chapel carillon, built by the Cincinnati firm of Verdin, was installed in 1984, replacing an earlier one provided by Robert Carr. The carillon is electronic, not, as one would expect, a cast-bell mechanism. Through an architectural omission, the chapel tower will not accommodate the hoisting of bells, and architectural design further prohibits renovation for tower bells. But the Verdin carillon that plays the short measures of eh TCU alma mater before striking each hour is a close approximation to cast bells and the tonality is clean and clear." -Excerpt from "Walking TCU: A Historic Perspective" by Joann Hewitt Swaim, 1992

19. Can my relative/friend play the piano for our wedding?

Yes, you are welcome to use whomever you wish for instruments other than the organ & carillon bells. However, if you are NOT using an RCC musician, all music must be approved no later than 90 days out. It also must be classical, religious, or sacred in nature. Please see #9. **Music** in the wedding contract for more information & [frequently used songs online](#).

20. Chapel Measurements:

Side table in narthex: 47 x 15 inches (for guestbook, flowers, candles, etc.) Front table in narthex: 56 x 22 inches (for guestbook, flowers, candles, etc.)

Pews:

- 19 x 4 inches (for ribbon/tool to wrap around)
- 19 Pews on right, 19 pews on left = total of 38 pews
- 3 feet tall

Windows: there are 5 windows on each side of the chapel for a total of 10.

- Window sill is 10 inches + 2 inches (raised ledge) + 5 inches = 17 inches.
- Flowers or candles need to fit into 10 or 5 inches.

Aisle: 59 feet, 3 ½ inches long & width is 5 feet 9 inches. No runners allowed in the aisle.

Communion table:

- Length: 7' 4.5"
- Width: 2'6.5"
- Height: 2'9.5"

21. How many people does the chapel seat?

The chapel can seat approximately 300 guests. Once renovations are complete, this number will be confirmed in June 2017, via the Fort Worth Fire Marshall.

22. How many people can sit per pew?

There are short & long pews. Approximately 6 people can sit in the short pews & 7 people per long pew. The number of guests per pew depends upon how close your guests want to sit next to each other. The 1st & 2nd pews sit approximately 6 on each side. The 3rd, 4th, & 5th pews sit approximately 7 people on each side. Only 10 people allowed in the balcony, per fire code.

23. Can I take pictures around campus?

Yes, you may take pictures around campus, as desired. You only have the chapel (inside & outside), cloisters, & holding rooms for your assigned time frame, so we suggest saving campus pictures either before or after your time frame. You may NOT interrupt another couple's time frame, by showing up early or staying late.

24. Can I have portraits at the chapel prior to my wedding?

If you desire to shoot at the chapel prior to your wedding, you must make an appointment & fill out & return a portrait reservation form, due to the vast number of events that occur in the chapel. Please email robertcarrchapel@tcu.edu to schedule your appointment.

25. Can I move my rehearsal time?

Unfortunately, we cannot. Each time frame matches with a rehearsal time, as you can see in the contract.

26. My reservation is from 2pm-5pm. What time can I arrive at the chapel?

You may arrive at the chapel at the start of your reservation time; in this case, 2pm. The same goes for your vendors- photographers, videographers, florist, coordinators, etc. They may begin arriving at the start of your reservation time; in this case, 2pm.

27. Can I arrive before my reservation to take photos or get ready at the chapel?

It is not permissible or possible to arrive before your reservation time. We have several weddings each Saturday, & we frequently host other events for TCU organizations in the chapel over the weekends as well. Many staff members are involved in making your special day possible: the chapel coordinator, the chapel intern, the TCU Police, TCU Facility Services, chapel sound technician, & more. Every wedding must stick to their chapel reservation slot.

28. Can I arrive to the dressing rooms earlier so that I can start getting ready sooner?

No, you cannot access the dressing rooms early, which is why we highly encourage you to treat the dressing rooms as waiting rooms. You will need to arrive at the chapel dressed and ready to go, so that you can begin taking photos once you arrive.

29. What are the dressing rooms like?

The dressing rooms are 2 classrooms in either Beasley or Moore Hall, buildings adjacent to the chapel. There are floor-length mirrors in the rooms so that you are able to make last-minute touch-ups.

30. Can I have my reception at TCU?

The vast majority of weddings have their receptions off campus. You can see a list of [frequent vendors](#) on our website. There is only 1 option for receptions on TCU's campus. Receptions can be held at the TCU Stadium in the Champions Club, located west of the chapel. A few things to note: The beginning cost is \$15,000, which does not include food or drinks. No wedding receptions are held during football season. There must be a donor or alumni tie to the university to use this space. Sodexo & their executive chef have the culinary rights to the facility. The vast majority of furniture is made of granite; they utilize an outside company for moving and thus you would have that cost to incur as well. The contact is Flo Hill, with TCU Conference Services. You may reach her at 817-257-7641.

31. Are memorials held at RCC?

The chapel is only available for memorial services for active students, active or retired faculty/staff, or alumni who died while in active duty of one of the armed services. Unfortunately, we're unable to accommodate others due to scheduling & campus needs.

32. Can I rent the chapel for vow renewals?

Yes. Our normal wedding fees pertain to vowel renewals that occur on wedding days/time frames.

33. Do you host weekday weddings?

No, we cannot accommodate weekday weddings because of the lack of parking when school is in session.

34. What is a typical timeline for the rehearsal?

Each rehearsal is 1 hour each. Here is a typical timeline for a 5-6pm rehearsal:

- 5:00 Chapel Coordinator goes over chapel rules & regulations, introduces other chapel staff, & goes over the order of rehearsal
- 5:05 Chapel Coordinator lines everyone up in place as if they've just processed down the aisle
- 5:10 Officiant goes over main bullet points of ceremony
- 5:25 Run through ceremony with music- processional, bullet points of ceremony, recessional
- 5:45 Chapel Coordinator answers any last minute questions
- 5:50 Chapel Coordinator shows everyone dressing rooms & alternate way in & out of chapel; wedding party heads off to rehearsal dinner!
- 6:00 Next wedding party arrives

35. What is a typical timeline for the day of the wedding?

Typical timeline for a 2-5pm wedding in the chapel:

- 2:00 Florist/photographer/videographer arrives & begins decorating/setting up; girls arrive & drop off items in dressing room
- 2:15 Bride & bridal party take photos in chapel; groom & groomsmen arrive & wait in dressing room
- 2:40 Bride & bridal party return to dressing room; groom & groomsmen take photos in chapel
- 3:00 Wedding party returns to dressing rooms; prelude music begins; guests arrive; ushers seat guests
- 3:30 Ceremony begins
- 4:00 Ceremony ends, photos begin
- 4:30 Florist/photographer/videographer take down decorations/equipment
- 4:45 Photos wrap up; wedding party cleans out dressing room & heads off to reception!
- 5:00 Chapel is completely cleaned up; next wedding party arrives

36. What time do wedding ceremonies start?

For 11am-2pm, a ceremony over 30 minutes would begin at 12:00pm & a ceremony under 30 minutes would begin at 12:30pm. For 2-5pm, a ceremony over 30 minutes

would begin at 3:00pm & a ceremony under 30 minutes would begin at 3:30pm. For 5-8pm, a ceremony over 30 minutes would begin at 6:00pm & a ceremony under 30 minutes would begin at 6:30pm.