Internal Organization Reservation

General Guidelines

- The chapel is a sacred space & must be respected & may only be used for events of a sacred nature, or religious events as determined by Religious & Spiritual Life staff.
- **An advisor must be present for all fraternity/sorority functions in Robert Carr Chapel!**
- The chapel may be used for a maximum of 4 hours. Exceptions must be reviewed by the chapel coordinator in advance. Please respect yours & other’s time frames by not showing up any earlier or staying later than your reserved time.

Behavior in the Chapel

- No food or drink is 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.
- Organizations & departments must abide by all TCU campus policies, including the TCU Student Code of Conduct.

Caring for the Chapel

- No chapel furniture & fixtures may be moved including, but not limited to the piano, chairs, kneeling bench, pew cushions, cross, hymnals, & altar candles.
- Nothing may be placed on, or in front of, the pulpit, lectern, organ, or piano.
- Decorations should NOT be fastened by glue, pins, tape, tacks, nails, clamps, or wire.
- Candles on the windowsills should be votive candles or chimney covered with no open flames. No candles may be used in the aisles.
- All items brought in for your event must be removed at the end of your reserved time.

Organization: ____________________________  Event: ____________________________

Today’s Date: ___________  Date of use: ___________  Number of people expected: ___________

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

Sound System Needed? _____ Yes _____ No  Note that this means a chapel sound tech will be present at your **entire event.** If yes, list requests (i.e. microphones, recorded music, video, etc.): __________________________________________________________

Would you like your event to be featured on RCC's social media sites (website, blog, twitter, Pinterest, Facebook)? _____ Yes _____ No  If yes, please list desired information below. All photos desired to be listed may be sent to robertcarrchapel@tcu.edu. __________________________________________________________

Contact name: ____________________________  Email: ____________________________  Phone: ____________________________

Advisor: ____________________________  Email: ____________________________  Phone: ____________________________

By signing this contract, you are accepting responsibility for your organization & agree to abide by chapel regulations. Any damages to the chapel or excess housekeeping charges will be billed to the organization **reserving the space.** This form may be submitted by fax to 817-257-7304, by e-mail to robertcarrchapel@tcu.edu, or in person to the Robert Carr Chapel Office in Jarvis Hall. This agreement must be on file 30 days before any event in Robert Carr Chapel. Contact Kayli Burnett at 817-257-7831 for questions.

Signature: ____________________________  Date: ____________________________