Portrait Reservation

This contract is for anyone wishing to take portraits at RCC. Please initial next to each statement, stating that you & your photographer agree to follow all chapel policies pertaining to portraits.

Chapel Policies:

_____ Portrait reservations are hosted at no charge & permitted as possible. The chapel is a sacred space & may only be used for portraits of a sacred nature, as determined by chapel staff.

_____ The chapel may be used for a maximum of **2 hours**. Please respect yours & other’s time frames by not showing up any earlier or staying later than your reserved time.

_____ No changing rooms provided. While there are bathrooms located in the narthex of the chapel, it is recommended you come already dressed because of the small size of the bathrooms.

_____ No food or drink allowed in the chapel. Alcohol & tobacco are not permitted within or around the chapel.

_____ Parking is extremely limited when classes are in session; thus, carpooling is recommended.

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

_____ Nothing may be placed on the organ or piano, 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, or 3M products.

_____ No runners or carpets allowed in the aisles. No glitter or balloons allowed in the chapel.

_____ Floral arrangements & candles may be placed in the window sills, if a protective base is used. All candles must have a protective base. Candles may not be used in the aisles, unless battery operated. No glass containers allowed in aisles. Candles may not have ribbons or any other flammable material tied around them.

_____ All items brought in for your event must be removed & cleaned up at the end of your reserved time; no clean up materials are provided. We do not provide storage for items before or after events. RCC is not responsible for any belongings left behind.

Name: ___________________________ Wedding Date: ______________

Date of use: _______________ Start Time: _______________ End Time: _______________

Email: ___________________________ Phone: ___________________________

Number of people expected: ____________ Photographer: _____________________________

Would you like your photos to be featured on RCC's social media sites? Circle One: Yes No

If yes, photos & information desired to be posted may be sent to robertcarrchapel@tcu.edu.

By signing this contract, I understand that I may not supersede chapel policies, 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.

Bride’s Signature: ___________________________ Date: __________________

Photographer’s signature: ___________________________ Date: __________________