



Campus Reservation Request Form

This contract is for any TCU student, group, organization, or department wanting to reserve RCC. 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.

_____ Organizations must abide by all TCU campus policies & the TCU Student Code of Conduct.

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

_____ 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, or 3M products.

_____ No chapel furniture or 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. We do not provide storage for items before or after events.

_____ A TCU advisor/faculty/staff member must be present for all events.

Organization: _____ Event: _____

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.) _____

Will you be using the cloisters or outside of chapel? _____

Contact name: _____ Email: _____ Phone: _____

TCU Advisor: _____ Email: _____ Phone: _____

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 this form to chapel@tcu.edu, fax 817-257-7304, or bring to the RCC Office in Jarvis Hall. Agreements must be on file 30 days before events in the chapel. Contact chapel@tcu.edu, or 817-257-7831 for questions.

Signature: _____ Date: _____