



Photography Contract

This contract is for anyone (professional or nonprofessional) photographing at the chapel and must be initialed & signed by the person doing the work; not the bride, groom, or other representative. Please initial next to each statement, stating that you & your company (if applicable) agree to follow all chapel policies pertaining to photography.

GENERAL

- _____ Photographers have access to the inside/outside of chapel, cloisters, holding rooms, & chapel grounds only for the time frame stated in the chapel contract. The time frames are strictly followed. Pictures may be taken off site, elsewhere on campus before & after their time frame.
- _____ All furnishings & fixtures are considered permanent & may not be moved without staff permission in advance. These items include, but are not limited to, the cross, communion table, piano, narthex tables, kneeler, pew cushions, & hymnals.

THE CEREMONY

- _____ Pictures may be taken throughout the chapel up to **30 minutes before ceremony start time**. All large equipment (light umbrellas, etc) must be taken down & stored for the ceremony. Any stationary equipment beyond the camera itself, must be in place 30 minutes before the ceremony begins. Photography equipment may not be stored in narthex during the ceremony, but may be stored in balcony or back pews if not in use by guests.
- _____ No flash photography permitted during the rehearsal or ceremony (beginning of processional to end of recessional). This includes in the narthex.
- _____ Photography may be taken throughout the chapel, but no photography may be done from the chancel during the processional, ceremony, or recessional. An unstaffed stationary camera may be placed on the chancel **only if** it is hidden from the sight of the audience, does not interfere with the line of sight of the organist, or movement of the bridal party.

SAFETY AND EQUIPMENT

- _____ Per university policy, the use of any unmanned aircraft systems (i.e. drones) is prohibited on campus, unless approved by the Vice Chancellor or Student Affairs. Approval must be obtained at least 2 weeks prior to the event in order to implement security measures. Contact chapel staff to begin the approval process no less than 4 weeks before the ceremony.
- _____ All equipment must be removed by the end of the time block. The chapel is not responsible for any equipment left behind.

Business Name: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Website: _____

Wedding Party: _____

Date of Wedding: _____ Time Frame: _____

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 Chapel Office in Jarvis Hall. Agreements must be on file 30 days before any event in the chapel. Contact chapel staff at chapel@tcu.edu or 817-257-7831 for questions.

Signature: _____ Date: _____