



ROBERT CARR CHAPEL
AT TEXAS CHRISTIAN UNIVERSITY

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 and 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, and 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 and after the contracted time frame. Photographers must confirm the chapel reservation time frame with the couple.
- _____ All furnishings and fixtures are considered permanent and 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, and hymnals. This includes furniture in the cloisters.

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 and 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. Photographers are not allowed to sit on the first row. Photographers are not to stand within 10 rows of the chancel in the center aisle during the ceremony. Photographers must be quiet and discreet as to not interfere with the ceremony, or the congregation’s experience and view. At no time may a photographer go onto the chancel to obtain pictures during a wedding.

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 of Student Affairs. **Contact chapel staff to begin the approval process no less than 4 weeks before the ceremony.** Approval must be obtained at least 2 weeks prior to the event in order to implement security measures
- _____ 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 robertcarrchapel@tcu.edu, 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 robertcarrchapel@tcu.edu, or 817-257-7831 for questions.

Signature: _____ Date: _____