Perkins Chapel
Perkins School of Theology
Southern Methodist University
EXHIBIT A - III
Rules and Regulations for Use of Perkins Chapel

1. Perkins Chapel is consecrated for the worship of God and used for seminary and university services of worship and education. The chapel shall be used under this Agreement for the purpose of conducting a wedding ceremony and for no other purposes. User agrees to adhere to the rules and practices of Southern Methodist University.

2. Time of Wedding and Rehearsal
The User has the use of Perkins Chapel for three (3) hours: (9:00 A.M. – 12:00 P.M.; 12:00 P.M.–3:00 P.M.; 3:00 P.M.–6:00 P.M.; or 6:00 P.M. – 9:00 P.M.). The wedding ceremony must begin at the time stated in the User Agreement. There are no exceptions to this rule. User, guests, wedding party, photographers, and florists must vacate the chapel by conclusion of the assigned three (3) hour time period, including removal of all supplies and equipment.
Friday evening rehearsals are one hour each (5:00-6:00, 6:00-7:00, 7:00-8:00 or 8:00-9:00). User must begin and end the rehearsal within the assigned hour in order to avoid conflicts with other scheduled rehearsals. User must strictly adhere to the time allowed for chapel use as stated in the User Agreement.

3. Reservations
Reservations are not complete until User signs the Agreement, pays the fee in full, and a representative of SMU signs the Agreement. A reservation can only be booked by e-mail or by speaking in person or on the telephone with the Perkins Chapel Coordinator. Reservations are **not** accepted via voicemail. Only one rescheduling within twelve months of the original confirmed date is permitted per reservation.

4. User Fee
The User fee is $1,800.00, with 50% being non-refundable. This fee includes the chapel space, organist's fee, custodial services, technical support, and security provided by the SMU Police Department. The organist's fee is required regardless of whether organ music is used. The User fee is payable in full with a single payment of $1,800.00 at the time the User signs the Agreement. Checks are made payable to Perkins School of Theology.

5. Fall Weddings
The process of scheduling a wedding date for the fall (including the last week of August, all of September, October, and November) is different from scheduling for other times of the year. Because Perkins Chapel is so close to Ford Stadium, no weddings are booked on "Home" football games or on the "Open" date on the SMU Football schedule. No wedding dates will be booked for fall until after the SMU Football Schedule is confirmed. Confirmation may be as late as March in any given year. Once the SMU Football Schedule is firm, bookings for fall weddings will be made available on a date announced at least seven days in advance on the Perkins School of Theology website (www.smu.edu/theology/chapel/chapel_main.html), by calling the chapel office (214.768.3035), or by e-mailing the Chapel Coordinator at chapel@smu.edu.

6. Cancellations and Rebooking
If the User must postpone the wedding, a new reservation can be offered without forfeiting the User Fee only if the request is made 90 days prior to the original wedding date and if the wedding is rescheduled within one year of the original wedding date. The User must reschedule at the same time User cancels original contracted wedding day.

SMU is excused from its obligations under this contract to the extent that its performance is delayed or prevented by any circumstances reasonably beyond its control or by fire, explosion, war, hostilities, terrorism, revolution, civil commotion, epidemic, accident, severe weather, wind, flood, mechanical breakdown, strikes or other labor trouble, campus closure, repairs necessitated by damage to facilities, unavailability of materials reasonably necessary for repairs required by any circumstance, or any act of God. In the event that it is necessary for SMU to cancel this agreement under this section, SMU's only obligation to User is to refund the amount of the User Fee that User has paid to SMU prior to the date of cancellation.

7. Refunds
If User cancels the reservation, User will receive a refund of 50% of fees paid if User sends a letter of cancellation received by the Perkins Chapel Office on or before, but no later than, 90 days prior to the wedding date. This cancellation must be in writing. A verbal cancellation will not be accepted. If User cancels the reservation less than 90 days before the wedding, no refund will be made. If a contracted wedding date is rescheduled, no refund will be made after the 90-day deadline for the original wedding date has expired.

8. Clergy and the Wedding Service
User may use his/her preferred ordained minister, priest or rabbi and should confer with him/her prior to the wedding ceremony about wedding and liturgical practice as well as for premarital counseling. Clergy fees are negotiated on an individual basis and are not part of the Perkins Chapel wedding fee schedule. Civil marriages are not permitted in the Chapel.

9. Restrictions - General
User will comply with all the laws of the United States; the State of Texas; all ordinances, rules or requirements of the City of University Park; and all the rules and regulations of the SMU campus, and will not do or suffer to be done anything in violation thereof on said premises during the use period. It is the responsibility of the User to obtain a valid Texas Marriage License prior to the day of the ceremony. If a violation occurs, User agrees to take the necessary and appropriate actions to correct the violation.

10. Restrictions – Specific

***a*. Objectionable Performances**
All persons using the Perkins Chapel are to be mindful that the building has been consecrated for the worship of God and is used for seminary and university services of worship, other religious services, and educational purposes.

b. O**bjectionable Persons**
SMU reserves the right through its administrators and/or officers of the SMU Police Department to eject any objectionable person or persons from the Perkins Chapel. Upon the exercise of this authority, through the administrators or officers of the SMU Police Department, User hereby waives any right and all claims for damages against

SMU.

***c*. Music and the Organist**

All music and ensembles must be approved by the chapel organist**.** Only the chapel organist or his/her designated substitute can play the organ or piano for weddings in the Chapel. The wedding ceremony is a worship service. Therefore, the wedding music shall be in keeping with a worship service. Neither recorded music of any kind nor equipment for providing recorded music may be used. All vocal solos must have a text that is clearly centered on the person of God or on the Holy Scriptures. Secular music is not permitted.

Tapes of suggested processional and recessional music and vocal solos are available for pre-performance listening in the Hamon Arts Library, Meadows School of the Arts, located on the SMU campus. The User may call 214.768.2894 to determine the library listening schedule. These tapes provide an extensive and varied selection of approved music and are made available to User to facilitate the choice of music. Once selections have been made, User must contact the organist a minimum of two weeks prior to the wedding to notify him/her of the choices. The organist's phone number and e-mail address will be provided for the User following confirmation of the Chapel reservation.

d. Chapel Capacity

The chapel has a maximum capacity of 290 persons as established by the Fire Marshall of the City of University Park. User shall not admit more than this number to the chapel. Balcony seating is not available for wedding guests. However, it may be used by photographers.

e. Care of Premises

User shall not injure, mar, or in any manner deface the chapel, and shall not cause anything to be done whereby the chapel shall in any manner be altered, injured, marred, or defaced. User shall not drive nails, hooks, tacks or screws into any part of the chapel, and will not make alterations of any kind therein, except that User shall be allowed to decorate the chapel temporarily in designated areas, as permitted by section eleven (11) of this Agreement. The wedding party, as well as the florists, are under the obligation to leave the building in the condition in which it was found. Rice, birdseed, confetti, sparklers, etc., are not permitted inside or outside the chapel, or anywhere on its premises**.** Flower petals may not be thrown outside the chapel. No wagons, may be used inside the chapel.

f. Alcohol, Tobacco, Guns

No food or alcoholic beverages are permitted anywhere on the premises. Smoking in the chapel, including dressing rooms, is strictly forbidden. It is the responsibility of persons making the wedding arrangements to ensure that all members of the wedding party are informed and observe these policies. SMU also prohibits the carrying of guns or weapons as defined by Texas State law onto its campus. Anyone found in violation of this policy will be escorted off campus.

11. Decorations and Florists

All furnishings and fixtures in the chapel are considered permanent and cannot be moved or removed**.** These include the cross, altar table, the Paschal candle present during Eastertide,

baptismal font, lectern, hymnals and Bibles, or any other books in the pew racks.
User may place decorations in the lower Chancel area only, not the upper Choir area. User is allowed no more than two (2) candelabra and two (2) floral arrangements in the lower chancel area. Wooden plant stands with black marble inlaid tops and of two varying heights are provided for floral arrangements. A small floral arrangement may be placed in the narthex on the round wooden table. No flowers, candles, greenery or their supportive apparatus may be placed on or behind the altar, on the communion table, or in the choir loft. Nothing maybe taped or tacked to the chapel pews or other furniture. Pew bows with modest greenery and/or flowers are allowed, but only when attached with protective hangers or tied with ribbons. Dripless candles are mandatory in candelabra. Placement of all candles must be at least one foot from any woodwork or furniture, and special precautions must be taken to prevent candles from igniting adjacent foliage or paraments. No other candles (hand-held, pew, etc.) are to be used in any way in the chapel. Gresenery, if used, must be securely attached to the candelabra. No flowers are to be placed on the candelabra. Unity Candles and their accompanying liturgy are not permitted in Perkins Chapel (i.e. unity candle dripless or non dripless, unity sand, etc.) Aisle cloths are not permitted in Perkins Chapel. A flower girl may drop flower petals down the center aisle, but you may not decorate or line aisle floors with petals. A kneeler, if used, should be placed in the lower chancel area only. The kneeler should hold no floral arches, greenery, candles or flowers. Perkins Chapel does not provide a kneeler. All equipment must be furnished by the User, including a kneeler and/or candelabra. User will be supplied with a list of approved florists from which to select. Florists not on the approved list will not be permitted to decorate the chapel. It is the obligation of the User to contract with the florist. Any contract between User and florist is separate and apart from this agreement. Florists are required to use the north and south entrances to the building for all decorating and dismantling procedures. All decorations and properties must be removed from the chapel by the end of the assigned three (3) hour block.

12. Lighting
The Perkins Chapel Technician will meet with the wedding party during the rehearsal to discuss lighting options and will be responsible for setting them accordingly for the wedding ceremony.

13. Photography and Videotaping
Flash photography is not permitted during the wedding ceremony. Photographs may be taken without flash during the ceremony only if the photographer is not visible to the wedding guests and wedding party (i.e., in the balcony, behind the last pew, or in the narthex). Flash pictures of the wedding party may be taken before or after the ceremony. The wedding party may return to the chancel for flash pictures after the recessional provided the chapel is vacated by conclusion of the assigned time period. The Perkins Chapel Office must approve all photographers before they are allowed to work in Perkins Chapel.
Please advise guests not to take pictures or videotape during the processional or during the ceremony. Ushers should be instructed to remind guests with cameras that no photographs or videos are allowed.
Outside videographers are permitted to videotape weddings. They may tape all of the pre- and post-service activities from anywhere in the Chapel. However, once the processional music has begun, the videographer must remain either behind the last pew or in the balcony area until conclusion of the service. No additional lighting may be used for videotaping during the wedding liturgy.

14. Deliveries
SMU assumes no responsibility for gowns, tuxedos, flowers, etc., delivered to the chapel. SMU suggests that, should the User wish to have a delivery made to the Chapel, the User select a person to accept it and keep it in his/her custody until User and the wedding party arrive. There is no secure space that can be made available to User.

15. Handicap Access
There are three entrances to the building—the north side, south side, and the main entrance on the east. Wheelchair access is available on the north side of the chapel via a ramp.

16. Dressing Areas
Dressing rooms for both men and women with adjacent restrooms are located on the lower level beneath the Narthex (east end) of the Chapel. The Choir Room adjacent to the south entrance to the Chapel is an optional dressing area and may be used by men or women as needed. Men may prefer to dress in the Choir Room in order to facilitate entrance of the groom's party for the wedding ceremony. A restroom located at the north entrance to the Chapel is also available and handicap accessible.

17. Parking
Parking for both the Friday evening rehearsal and the Saturday wedding ceremony is on Bishop Boulevard in front of Perkins Chapel. Parking is allowed only along both sides of the inner median. Guest parking is not allowed along the outer curbs indicated as fire lanes.

18. Lost and Found
Custodians inspect and clean the chapel following each wedding. In the event items are left behind, User should call 214.768.3035 during regular office hours and leave a message for the Perkins Chapel Office regarding the lost item and providing appropriate contact information. SMU is not be responsible for damage to or theft of any lost item left in the chapel, although it will make reasonable efforts to insure that lost items, if found, be stored in a secure location until returned to their rightful owners.

19. Right of Refusal
All weddings in Perkins Chapel take place at the discretion of Perkins School of Theology and Southern Methodist University. Perkins School of Theology and Southern Methodist University reserve the right to refuse to book the chapel for weddings at any time.

20. Indemnity
User agrees to indemnity, defend and hold harmless SMU, its trustees, officers and employees from and against any and all claims, demands, suits, losses, damages, injuries and liabilities, including attorney's fees, costs and expenses incurred in connection with or during the performance of this Agreement.

Southern Methodist University PO Box 750133
Perkins School of Theology Dallas, TX 75275
Perkins Chapel Office (214) 768-3035