

**Perkins Chapel**  
**Perkins School of Theology**  
**Southern Methodist University**  
**Rules and Regulations for Use of Perkins Chapel**

**1. Perkins Chapel**

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 within the time block 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 block, including removal of all supplies and equipment. Friday evening rehearsals are in one hour blocks (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. Only one rescheduling within twelve months of the original confirmed date is permitted per reservation. There is an administrative fee of \$500 at time of the re-booking.

**4. User Fee**

The User fee is \$4,000, with 50% being non-refundable in case of cancellation. This fee includes the chapel space, organist's fee, custodial services, a chapel technician for sound and technical support, and parking on the boulevard. The organist's fee is required regardless of whether organ music is used. The User fee is payable in full with a single payment at the time the User signs the Agreement. Payment can be made electronically, and a payment link will be provided. The User fee does not include a wedding coordinator; however, it is recommended that the User secure a wedding coordinator for assistance at the wedding rehearsal and on the day of the wedding.

**5. Fall Weddings**

The process of scheduling a wedding date for the fall (including the last week of August, all of September, October, November and the first week of December) is different from scheduling for other times of the year. Because of the proximity to Ford Stadium, no weddings are booked for the same date as "Home" football games or the teams "Bye Week" on the SMU Football

schedule. No wedding dates will be reserved for the fall until after the SMU Football Schedule is fully confirmed and published. Perkins Chapel will accept inquiries for fall dates on a first come first serve waiting list.

## **6. Insurance**

SMU requires evidence of insurance for all third-party vendors and contractors that want to operate an event on campus. The third-party is responsible for obtaining evidence of insurance (i.e. a Certificate of Insurance) and presenting it to the Office of Risk Management at least seven (7) days prior to the event taking place. If the third-party vendor does not maintain insurance regularly, they can procure a Tenant User Liability Insurance Program (TULIP) to meet SMU's insurance requirements. A TULIP policy may be purchased for short-term, and even single-day events. Proof of insurance is sent directly to ORM once purchased. Below are step-by-step instructions to purchase this insurance. In order for the university to recognize the event, the following list of insurance policy conditions must be met on the Certificate of Insurance:

1. Go to the following web address: <https://tulip.ajgrms.com/>
2. Click on the "Quick Quote" tab at the top of the page, or the "Get a Quote" link on the side of the page.
3. Select the location of the event (as you select items, additional drop-down menus will appear):
  - a. Texas
  - b. Southern Methodist University
  - c. Perkins Chapel
4. Select the date you need the coverage for (the date(s) of your event) and input the number of people you expect to be in attendance.
5. Select your event type: Weddings and Wedding Receptions
6. Review quote. ORM may review this upon request.
7. Purchase insurance. Evidence of insurance will be sent directly to ORM upon purchase.

## **9. Cancellations and Rebooking**

If the User must postpone the wedding, a new reservation may be offered without forfeiting the User Fee only if the request is made at least 90 days prior to the original wedding date and if the wedding is rescheduled within one year of the original wedding date. There is an administrative re-booking fee of \$500. 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.

## **8. 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 at least 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 wedding date has been rescheduled, no refunds will be issued.

## **9. Clergy and the Wedding Service**

Users may use their 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 premarital. Clergy are expected to abide by the rites and ordinances of their particular ordaining bodies. 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.

## **10. 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.

## **11. Restrictions – Specific**

It is our desire that the wedding be as meaningful for the couple, their families and friends as possible, and that all activities and festivities are conducted in a safe and appropriate manner at all times.

### **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. Objectionable Persons**

All members of the wedding party and their guests are expected to cooperate with and treat chapel staff and each other courteously and respectfully at all times, and to honor all policies and procedures while on University premises. 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 by 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 must be approved in advance by the chapel organist. Only the chapel organist or his/her designated substitute can play the organ for weddings in the Chapel, and only approved musicians can play the piano. 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 should have a text clearly centered on the person of God or on the Holy Scriptures. The organist will make final determination as to the appropriateness of the texts of music recommended by the User and, if necessary, will confer with a sacred music faculty member in Perkins School of Theology. Suggested processional and recessional music and vocal solos are available online at [www.PerkinsChapelWeddingMusic.org](http://www.PerkinsChapelWeddingMusic.org).

**d. Chapel Capacity**

The chapel has a maximum capacity of 250 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, the balcony may be used by photographers/ videographers.

**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, nor anywhere on its premises. Flower petals may not be thrown outside the chapel. No wagons may be used inside the chapel.

**f. Alcohol, Tobacco, Illegal Substances, Guns**

No food, alcoholic beverages or illegal substances 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.

**12. 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, 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. No tacks, pins, nails, staples, glue, tape or anything which might mar the woodwork, furnishings, walls or doors can be used to fasten any decoration to the furniture or building. Pew bows with modest greenery and/or flowers are allowed, but only when attached with protective hangers or tied with ribbons. 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. With the sole exception of a Unity Pillar Candle and tapers on the designated chapel pedestals, no candles (hand-held, pew, etc.) are to be used in any way in the chapel. No flowers are to be placed on the candelabra. Aisle cloths/runners are not permitted in Perkins Chapel. A flower girl may drop flower petals down the center aisle, but aisle floors may not be decorated or lined with petals. A kneeler, if used, should be placed in the lower chancel area only and should hold no arches, greenery, candles or flowers. Perkins Chapel does not provide a kneeler or candelabra. Florists and other vendors not already on the approved list must obtain written approval from the Perkins Chapel Office at least 60 days before the wedding, approval form can be found on the Perkins Chapel website. 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 time period.

### **13. 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.

### **14. Photography and Videotaping**

A wedding is first and foremost a service of worship to be enjoyed and experienced in its own right. Photography and videography can enrich memories of this sacred and joyful occasion but must not at any time intrude upon or detract from the ceremony. Flash photography is not permitted at any time during the actual wedding ceremony. Non-flash photography may be permitted during the ceremony, without motor drives or other noises and distractions, provided that the photographer is never positioned in the center aisle or between the wedding guests and wedding party (i.e., the photographer should remain in the balcony, behind the last pew, in the side aisles not passing the columns, or in the narthex). Videography is permitted if the videographer remains stationary either on the side aisles, behind the last pew or in the balcony area until the service ends. Remote cameras may be stationed elsewhere solely at the discretion of the chapel technician and minister. No additional lighting may be used during the wedding. Photographers, videographers and other vendors not already on the approved list must obtain written approval from the Perkins Chapel Office at least 60 days before the wedding. Approval forms are on the chapel website.

### **15. Deliveries**

SMU assumes no responsibility for gowns, tuxedos, flowers, or other items 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 storage space available to User.

### **16. Handicap Access**

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

### **17. Dressing Areas**

The Bride's room is located on the lower level beneath the Narthex (east end) of the Chapel. The groom's party use the Choir Room, located at the north entrance. We recommend that the wedding party, with the exception of the bride, arrive at the chapel fully dressed for the ceremony.

### **18. 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.

### **19. Lost and Found**

Custodians clean the chapel following each wedding. SMU is not responsible for damage to or theft of any lost item left in the chapel. If items are left behind or lost, User should call the SMU Police Department at 214.768.3388.

### **20. 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.

### **21. Indemnity**

User agrees to indemnify, 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**

**Perkins School of Theology**

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**Perkins Chapel Office: (214) 768-3035**