

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

es 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

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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 Reber of people you

## 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

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,

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

#### 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.

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Perkins School of Theology  
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