

CONGRATULATIONS ON YOUR ENGAGEMENT!

George W. Truett Theological Seminary has a wonderful facility available for your wedding ceremony and reception. The Paul W. Powell Chapel and the Paul and Katy Piper Great Hall are both beautiful spaces and provide a unique place to create special memories of your once-in-a-lifetime event.

Our Truett Seminary building attendants will be happy to show you our facility as you make your wedding plans. Please keep in mind that weddings and receptions may only be scheduled 9 months in advance and can only take place on Saturdays with a Friday evening rehearsal.

Weddings are scheduled at Truett Seminary on a first-come, first-served basis. Dates are not confirmed until all documents have been signed and payment has been made.

We look forward to having your very special event in our building.

Items to be checked – print out this page

- 1. Complete the online reservation request form. Weddings may be scheduled up to 9 months in advance.
- 2. Email conversations will acknowledge the availability of Truett Seminary's facilities for the highest priority date requested that is available. A hold will be placed on the Truett Seminary calendar for your requested date. You will receive information about an appointment with a Truett building representative to walk through the facility and ask questions.
- 3. Receive packet of information containing Truett's **Wedding Policies and Guidelines** (pg 2-3 of this document), a **Wedding Questionnaire**, and Truett's building usage fees. This packet will be handed to you during your building walk-through or emailed to you if you will not be available for a building walk-through.
- 4. Complete the requested information on the Wedding Policies and Guidelines document and the Wedding Questionnaire. Mail or bring the completed documents to the Truett Financial Manager's office located in the Dean's Suite, Room 105, in the Truett Building. (One Bear Place # 97126, Waco, Texas 76798-7126). Upon receipt of the completed documents, an invoice will be sent to you.
- 5. Confirmation of your Truett facility reservation will not be complete until payment is received. Your payment must be received within fifteen (15) days of the invoice date or the initial request **will be cancelled**.
- 6. When your wedding event has been confirmed, a Tenants' and Users' Liability Insurance Policy (**TULIP**) is required by Baylor University. The policy must cover the rehearsal and the ceremony dates and can be obtained online at <http://www.baylor.edu/content/services/document.php?id=47335>. This policy will require a separate payment by you with a credit card. **Proof of the policy must be received by the Truett Financial Manager's office at least thirty (30) days prior to the event or the event will be cancelled.**
- 7. There will be an additional charge for housekeeping, which will be post-billed and sent to the address on the invoice. Please anticipate this charge (see page 8).
- 8. The use of **Truett's Audio/Visual equipment** will require the presence of a Truett A/V technician. All Audio/Visual requests must be received by email to Casey_Ramirez@baylor.edu thirty (30) calendar days prior to your event. There is an additional charge for this service.
- 9. Print out the appropriate **Room Diagram** and draw the desired stage/room configuration.
 - Fax the diagram to Dorothy Terry at 254-710-7234 as soon as possible but not later than 30 days prior to the day of the wedding.
 - Diagrams: Paul W. Powell Chapel and The Paul and Katy Piper Great Hall
- 10. Paul W. Powell Chapel is equipped with a **pipe organ**. Anyone wishing to use the organ must have their organist approved by Truett Seminary in writing at least thirty (30) calendar days prior to the wedding. Please email Dorothy_H_Terry@baylor.edu with the name of your organist for approval. Soloists, pianists, and organists must limit their practices to the times designated for the wedding rehearsal and prior to the ceremony.
- 11. For wedding receptions, all catering must be booked through **ARAMARK Baylor Dining Services**, 254-710-4762. No one is permitted to bring in food from another establishment with the exception of the wedding cakes.
- 12. Truett reserves the right to cancel your event for noncompliance with the Truett Wedding Guidelines.

Signature _____ Date _____

GEORGE W. TRUETT SEMINARY, BAYLOR UNIVERSITY

Wedding Policies and Guidelines

WEDDING POLICIES

1. Baylor is a private Christian university affiliated with the Baptist General Convention of Texas. Therefore, in keeping with biblical principles and Baylor policy, a wedding at Baylor must be between a man and a woman.
2. A **wedding ceremony reservation** includes the Saturday of the ceremony and the Friday evening prior for the wedding rehearsal. The chapel will be available for one (1) hour *between* the hours of 5:00-7:00 pm on Friday. It will be available for four (4) hours on the day of the wedding ceremony. A total of five (5) hours is allowed for the entire event. An additional fee of \$200 will be charged for each hour or partial hour over the five (5) hour limit and must be arranged for in advance. All decorations and personal items must be set up and removed completely during the four hours allotted on the day of the wedding.
3. You have thirty (30) calendar days after payment is received to cancel your reservation and receive a full refund.
4. A Bride’s Room is available upon request. Other rooms may be made available for ceremony preparations.
5. A **wedding reception reservation** allows for availability to the Paul and Katy Piper Great Hall from 5:00-7:00 pm on Friday evening simultaneously with the wedding rehearsal time and for six (6) hours on Saturday, starting with the beginning allotted time in the chapel plus two additional hours following the chapel ending time. An additional fee of \$200 will be charged for each hour or partial hour over the allotted time. All events must be completed no later than 10:00 pm.
6. A **Rehearsal Dinner** reservation allows for the use of the Great Hall for four hours to be completed by 10:00 pm.
7. Truett Seminary will notify the Baylor Police of the date and time of the wedding rehearsal, ceremony, and reception so that they are aware of the events taking place in the building. If the wedding party desires to have a representative from the Baylor Police department physically present in the building, that service is available for an additional charge per hour.
8. Please note that Truett has the right to schedule other events on the Friday evening of rehearsal if the event will not interfere with wedding activities in the chapel and/or the Great Hall. No weddings will be scheduled during university black-out dates.

BLACKOUT DATES:

1. All Baylor University holidays
2. The week before Graduation(s)
3. Graduation Weekends
4. Board of Regents Meeting Dates
5. All Baylor Home Football Game Weekends
6. Truett Orientation Dates
7. Truett Preview Dates

ROOM	FEE	ROOM CAPACITY
Paul W. Powell Chapel	\$1500 Per Event	Maximum - 420 people
Paul and Katy Piper Great Hall	\$1000 Per Event	Seated Dinner - Maximum 150 people
Rehearsal Dinner in Great Hall	\$350	Stand-Up Reception – Maximum 275 people
ADDITIONAL FEES THAT MAY APPLY	All Groups	
Exceeded hour fee	\$200 Per Hour	
A/V Tech	\$25 Per Hour	*Minimum of 3 hours or \$75
Security Fee - Optional	\$50 Per Hour	

FACILITY GUIDELINES

ROOM SET-UP POLICIES:

- Set ups must be prearranged as part of the wedding reservation.
- Furniture may not be removed from the rooms after set ups are complete.
- Each room has a maximum capacity based on the type of event. All events must adhere to these capacity limits per City Fire Codes.

FOOD AND DRINK POLICIES

- Red liquids are NOT allowed in the building.
- No food or drink is allowed in the Paul W. Powell Chapel.
- If there is an accidental spill, please immediately contact the attendant on duty in the building.

HOUSEKEEPING AND BUILDING USE POLICIES

- No alcohol, tobacco, drugs, or firearms are allowed in Truett Seminary at any time.
- Gaffer's tape is required when taping anything to the wood floor in the Great Hall or on the chapel platform. Blue tape is required when attaching anything to the walls or glass.
- All decorations must be approved by the Financial Manager's office. No real flowers are to be dropped on the flooring (carpet, slate, limestone). If stains do occur, a fee will be assessed for their removal.
- Tablecloths are required for all Truett events (order through ARAMARK Baylor Dining Services).
- The use of glitter, confetti, rice, and sparklers is prohibited.
- An Open Flame Permit is required if a unity candle is used during the wedding ceremony (see page 4). Additionally, the candle must be made of dripless wax or contained in votive holders, and plastic protective floor coverings are required to avoid wax spills. If wax is spilled, an additional fee will be assessed for removal. No other candles are allowed.
- Your event may not exceed the Maximum Number of Participants per the building fire code regulations and as agreed upon in your General Questionnaire. If this number changes you must contact Dorothy Terry at 254-710-6093 or [Dorothy H Terry@baylor.edu](mailto:Dorothy_H_Terry@baylor.edu). If you exceed the maximum number of participants allowed, you will be fined as determined necessary for any breach of safety of Fire Code Standards.
- Parking for individuals without a valid Baylor University parking decal is only allowed in designated "Visitor" areas during weekdays between the hours of 8:00am – 5:00pm. Weekend or after hours parking is done on a first-come, first-served basis with the exception of "signed" parking for departments or individuals which is continuously reserved.

DAMAGES AND LIABILITY

- The person responsible for the events should check the room upon entry and also immediately after the event to look for items that are broken or for obvious damage.
- Damage to any room, space, furnishings, and/or equipment will result in appropriate charges based on fair market cost of replacement, repair, or additional cleaning.

I agree with and will be responsible for adhering to the above policies and facility guidelines.

Signature _____ Date _____

Updated March 2017

BAYLOR

UNIVERSITY OFFICE OF RISK MANAGEMENT

One Bear Place #97371 • Waco, Texas 76798 • (254) 710-4586 • Fax (254) 710-6256

Open Flame Permit

Sponsoring Group/Persons:	
Event Coordinator:	
Event:	
Date(s):	Time(s):
Type of Flame (Check appropriate box(es))	Candle Lantern Lamp Sterno Other Propane Potpourri
If Other, Specify:	
Issue Date of Permit:	
Permit Issued By:	(Department of Risk Management)
Permit Received By:	(Event

GEORGE W. TRUETT SEMINARY GENERAL QUESTIONNAIRE

- Check one of the following:** Paul W. Powell Chapel Ceremony **only**
 Paul W. Powell Chapel Ceremony **and** Paul and Katy Piper Great hall Reception
 Paul and Katy Piper Great Hall Reception **only**
 Paul and Katy Piper Great Hall Rehearsal Dinner

Event: Date: _____ Time: _____
Number of guests: _____
Rehearsal Date: _____ Rehearsal Time: _____
Audio Assistant Reservation: yes no Audio/Visual Needs: _____

Bride: Name: _____ Phone #: _____
Groom: Name: _____ Phone #: _____

Preferred Contact person: _____
Street Address: _____ city _____ state _____ zip _____
Phone #: _____ Email: _____ (contact by: email phone)

Wedding Coordinator: Name: _____
Phone #: _____ Email Address _____

An invoice will be sent to you upon the receipt of signed *Wedding Policy Guidelines* and this completed *Questionnaire*. The full amount and any additional fees must be paid within **15** business days of receiving the invoice. Reservations are *not* confirmed until the signed policies and guidelines forms, questionnaire and payment in full has been received by Truett Seminary. Additionally, proof of a Tenants' and User's Liability Insurance Policy (TULIP) is required. You will have **30** calendar days from the date of the invoice to cancel your reservation or the facility fees will be forfeited.

Signature _____ Date _____

WELCOME TO TULIP

TULIP is a Tenants' and Users' Liability Insurance Policy that provides special event liability coverage. All non-Baylor organizations/groups requesting use of Baylor facilities for events or contracting with a Baylor-sponsored organization are required to carry liability insurance and provide a Certificate of Insurance to the Risk Management Department. It is event-specific and can also cover vendors, performers and exhibitors, if needed. It protects both the institution user (the third party) and the institution against claims by third parties who may be injured or experience damage to property as a result of participating in an event.

Events may range from low risk events such as classroom seminars, receptions, or weddings to high risk events including festivals and fairs, sports events, or concerts. The policy has exclusions for certain high-risk activities. Facility users may need to obtain coverage from another insurer if their event does not qualify for the TULIP program.

TULIP can only be purchased when the event takes place at a Baylor-owned facility or property. It does not extend to other properties. Minimum limits are subject to change based on the discretion of the Assistant VP/Chief Risk Management Officer of Risk Management.

HOW DOES IT WORK?

The process is simple! Click on the Quick Quote Tab on the link below. The link will guide you through the process to purchase coverage via credit card. Your organization and Baylor will receive a certificate/binder of coverage via e-mail.

EXCESS LIABILITY COVERAGE AVAILABLE

In the event Baylor University requires excess liability coverage, it may be purchased through this program. The tenant user can increase limits of the primary policy in increments of \$1,000,000 up to \$5,000,000.

For all events, the institution will be named as Additional Insured.

LINK TO QUICK QUOTE, BASIC COVERAGE AND FREQUENTLY ASKED QUESTIONS:

<https://tulip.ajgrms.com/>

LINK TO HOW TO - QUICK QUOTE VIDEO (walks through how to get a quote on the site):

<https://gallagher.viewscreencasts.com/dd56fb54a76846fba36475a36decfec9>

CONTACT INFORMATION :

Jennifer Monteleone, Arthur J. Gallagher, 800-333-3231 Ext. 2590

Evelyn Miller, Baylor University Risk Management, 254-710-8985 Evelyn_Miller@baylor.edu

March 2017



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Get A Quote for your event

- ✓ Location & Venue >
- ✓ Dates & Attendees >
- ✓ Pick the Event Type >
- ✓ Coverage Options >
- Premium Quote >
- Purchase Coverage >

Invitation Code?
Enter it here

Coverage and Premium Summary

Coverage	Limits
General Aggregate	None
Product/Completed Operations	\$1,000,000.00
Personal/Advertising Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Fire Damage	\$50,000.00
Liquor Liability	N/A
Third Party Property Damage	\$1,000,000.00
Excess Liability Limit	N/A
Premium Computation	
General Liability	\$150.00
Liquor Liability	\$0.00
Third Party Property Damage	\$35.00
Excess Liability	\$0.00
Vendor Liability	
Exhibitors	\$0.00
Concessionaires (no food sales)	\$0.00
Concessionaires (with food sales)	\$0.00

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My Event

Location:
Baylor University
One Bear Place #97191
Waco, Texas 76798

Venue:
Baylor University

Event Dates:

Average Daily Attendance:
100

Event Type:
Weddings and Wedding Receptions

Excess Coverage?

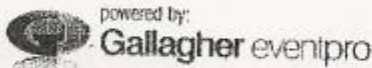
No

Will alcohol be served?

No

Will vendors be apart of the event?

No



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Event Protection Solutions ...

2 - Days / 300 people = \$191

HOUSEKEEPING CHARGES

Baylor Housekeeping assesses charges for cleaning following weddings at Truett Seminary as follows:

\$13.59 per hour

Approximately 2 hours are required, *depending on how much clean-up is needed.*

Areas included in the cleaning are the following:

Powell Chapel

Narthex

Restrooms and hallways

Bride's Room

Truett 115 (bridesmaids' dressing room)

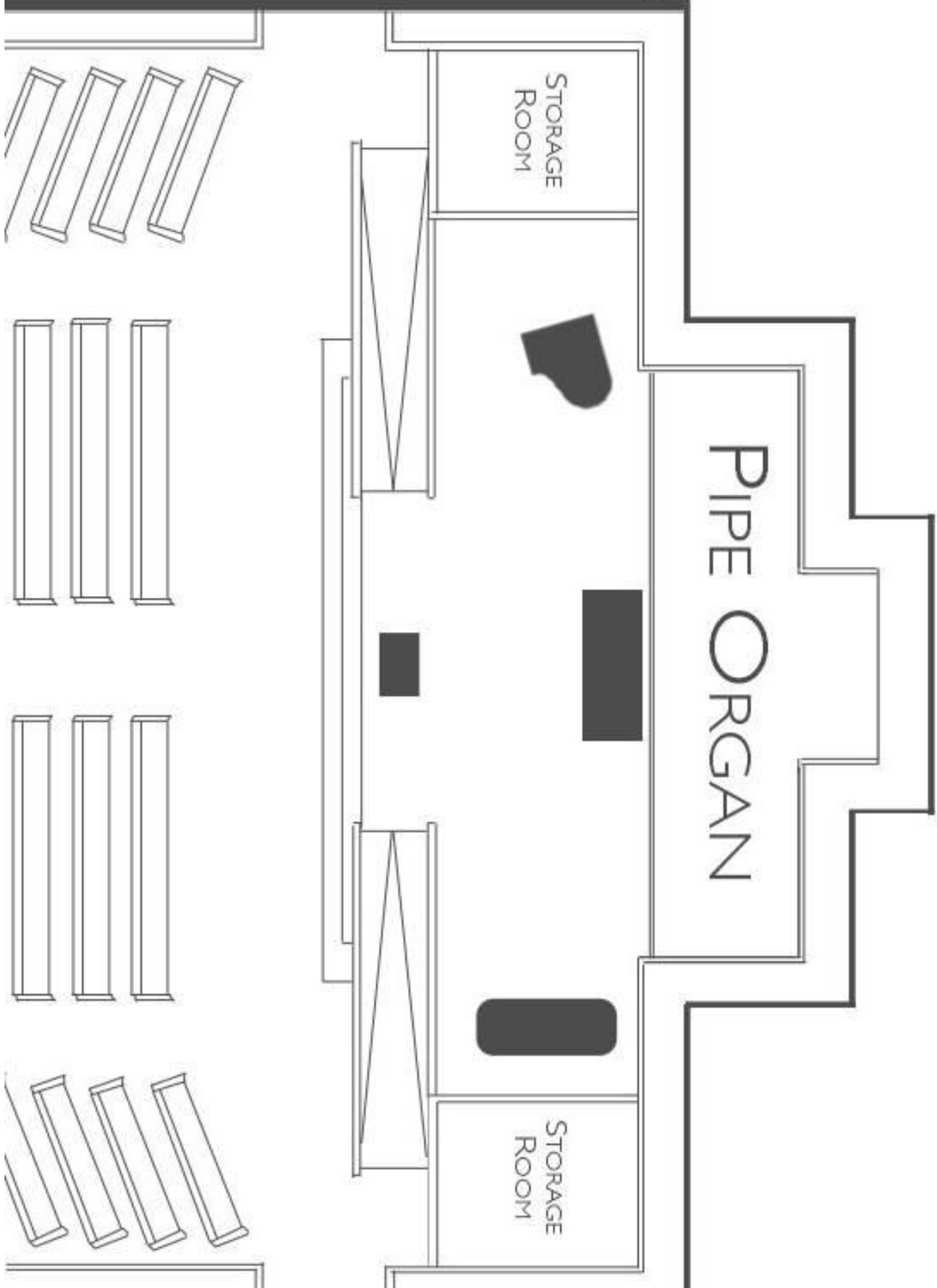
Truett 107 (groomsmen's dressing room)

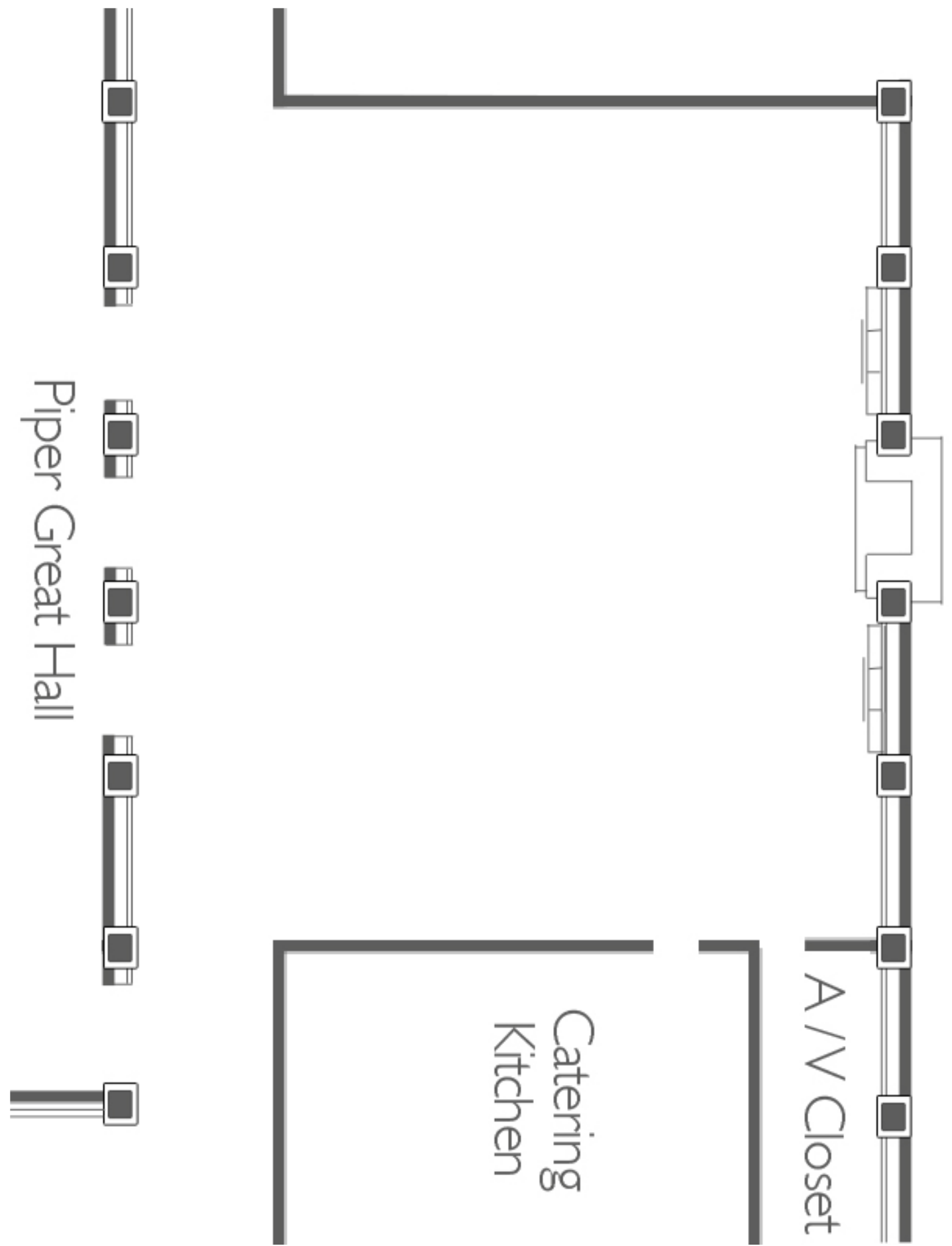
If there is a reception in the Piper Great Hall, additional hours are required.

PIPE ORGAN

STORAGE ROOM

STORAGE ROOM





Piper Great Hall

Catering
Kitchen

A/V Closet