

## **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. *Please also consider that at this time, Baylor University is operating under current COVID pandemic protocols. Conditions and policies may change by the time of your event, but Truett Seminary will work to accommodate your event while mitigating any COVID effects to our campus community.*

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.



## General Wedding Guidelines

For use of Paul W. Powell Chapel and/or Paul and Katy Piper Great Hall

### *Items to be checked (print out this page):*

- ☐ Complete the [online reservation form](#). Weddings may be scheduled up to 9 months in advance.
- ☐ 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.
- ☐ Receive packet of information containing Truett's **Wedding Policies and Guidelines** (Pages 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.
- ☐ Complete the requested information on the Wedding Policies and Guidelines document and the Wedding Questionnaire. Drop off the completed documents at the Truett Dean's Suite or email them to [Jenn.Martinez@baylor.edu](mailto:Jenn.Martinez@baylor.edu). Upon receipt of the completed documents, an invoice will be sent to you.
- ☐ 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**.
- ☐ 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 [here](#). This policy will require a separate payment by you with a credit card. **Proof of the policy must be received by [Jenn.Martinez@baylor.edu](mailto:Jenn.Martinez@baylor.edu) at least thirty (30) days prior to the event or the event will be cancelled.**
- ☐ The use of Truett's Audio/Visual equipment will require the presence of a Truett Event Technology Representative. All Audio/Visual requests must be submitted at least two weeks prior to the event date by completing the [Event Technology Request Form](#). There is an additional charge for this service.
- ☐ Print out the appropriate **Room Diagram (Paul W. Powell Chapel and/or The Paul and Katy Piper Great Hall)** and draw the desired stage/room configuration. Email the diagram to Jenn Martinez-Ayala at [Jenn.Martinez@baylor.edu](mailto:Jenn.Martinez@baylor.edu) as soon as possible but not later than 30 days prior to the day of the wedding.
- ☐ 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 [Jenn.Martinez@baylor.edu](mailto:Jenn.Martinez@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.
- ☐ 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.
- ☐ Truett reserves the right to cancel your event for noncompliance with the Truett Wedding Guidelines.

Signature\_\_\_\_\_ Date\_\_\_\_\_

## 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. Neither you nor Baylor University (each called a "Party" hereafter) will incur any liability to the other if its performance or use of the services is prevented, hindered, or delayed by causes beyond its reasonable control and without its fault or negligence. Causes beyond a Party's control may include, but are not limited to, acts of God, war, terrorist events, government authority, national or regional emergencies, manmade or natural disasters, extreme weather events, or epidemics and pandemics, or circumstances which make it impractical for either Party to perform their obligations during the pertinent dates. Upon invocation of this clause, payments previously made by one Party to the other will be refunded in full up to the amount of services received.
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 Stand-Up Reception – Maximum 275 people
Rehearsal Dinner in Great Hall	\$350	
<b>ADDITIONAL FEES THAT MAY APPLY</b>	<b>All Groups</b>	
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**

- **ALL PARTIES PRESENT ON BAYLOR CAMPUS DURING PLANNING VISITS AND THE WEDDING RESERVATION TIMEFRAME MUST COMPLY WITH CURRENT BAYLOR UNIVERSITY COVID-19 POLICIES AND PROCEDURES.**
- Baylor will provide the reservation contact with access to University COVID-19 policies and procedures for the dates of the event, and Baylor reserves the right to ask any individual present at the event and not complying with then current Baylor policies to leave the premises.
- 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 . Complete the Open Flame Permit ( <https://veoci.com/v/p/40275/workflow/r5abvb44dsva> ) a minimum of 2 business days prior to the event. 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 Jenn Martinez-Ayala at 254-710-3755 or [Jenn\\_Martinez@baylor.edu](mailto:Jenn_Martinez@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.

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**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 May 2021

# 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 University Compliance and Risk Services 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 Director 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/>

## CONTACT INFORMATION :

Arthur J. Gallagher, 844-226-6097, [Denver.bsd.tulip@ajg.com](mailto:Denver.bsd.tulip@ajg.com)

Jamie Gibson, Baylor University Compliance and Risk Services, 254-710-4586 [Risk@baylor.edu](mailto:Risk@baylor.edu)

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