



POLICY AGREEMENT FOR WEDDING RENTAL OF STONE CHAPEL

PLEASE READ CAREFULLY BEFORE SIGNING

This Policy Agreement for Wedding Rental of Stone Chapel ("Agreement") is made and entered into between Drury University (900 N. Benton Ave., Springfield, MO 65802) ("University") and _____ with a mailing address of _____ ("Renter"), to be effective as of the date signed below by the Renter. The University agrees to provide facilities and services as described below; the Renter agrees to abide by the policies set forth below and compensate the University in accordance with the terms and conditions contained in this Agreement and the Reservation Form.

Drury University is happy to have guests visit our campus and use our facilities. The University expects all guests to conduct themselves in a respectful, responsible manner that does not disrupt other University activities, or endanger the health or safety of any person on University Property. The Renter, all event staff, volunteers, participants, and guests are required to adhere to all University policies, regulations and guidelines, and all local, state, and federal laws concerning health, safety, and public order. The Renter must communicate the terms and expectations of this Agreement to all event staff, volunteers, participants, and guests. The Renter must also take responsibility for the implementation and enforcement of University policies, including without limitation, the University policies set forth in this Agreement for use of Stone Chapel and related services.

I. Refund of the Policy Adherence Deposit

- a. All wedding parties are charged a \$100 policy adherence deposit in addition to the chapel rental fee.
- b. The chapel attendant will enforce the policies set forth in this Agreement, as well as the general policies of Drury University.
- c. The chapel attendant will provide the Drury Event Coordinator with a post-event report regarding the wedding party's observance of policies which will determine if the policy adherence deposit is to be refunded.
- d. If no policies are violated, the policy adherence deposit will be refunded to the original payer(s) within two (2) weeks of the wedding. This deposit will be refunded after the wedding only if all of the following policies are observed by all members of the wedding party.
- e. All refunds will be made by check through the University's standard accounts payable process.
- f. If the chapel attendant reports that the wedding party was in violation of any policy(s) listed in this Agreement, the deposit will not be refunded. The Drury Event Coordinator will communicate such an occurrence to the original payer(s) via U.S. mail.

II. Payment:

- a. A date may be reserved for three (3) weeks without deposit or payment.
- b. Reservation materials will be presented to the Renter at the initial chapel tour or sent by mail within one (1) week of the initial reservation.
- c. **First Payment:** Half of total fee due three (3) weeks from the date the reservation is requested.
- d. **Second Payment:** Half of total fee due six (6) weeks from the date the reservation is requested.
- e. The Reservation Form contained in the reservation packet and this Agreement are due with the first payment.

- f. Failure to submit payment and all required paperwork on time will result in termination of the reservation process and cancellation of the reservation.
- g. All questions regarding payment for the event should be directed to the Drury Event Coordinator.

III. **Cancellations:**

- a. All cancellation requests must be sent to the Drury Event Coordinator via email or certified U.S. Mail.
- b. The Drury Event Coordinator will only honor cancellation requests from the bride, groom, or Authorized Event Contact Person (see Reservation Form).
- c. All refunds are made by check through the University's standard accounts payable process.
- d. Refund checks will be made payable and mailed only to the original payer(s).
- e. Cancellation Refunds:
 - 12+ months before the wedding: 85% refund + policy adherence deposit
 - 9-11 months before the wedding: 75% refund + policy adherence deposit
 - 6-8 months before the wedding: 50% refund + policy adherence deposit
 - 3-5 months before the wedding: 10% refund + policy adherence deposit
 - Less than 3 months before the wedding: Policy adherence deposit only

IV. **Change of Date:**

- a. Changes to the wedding date may be made only by the bride, groom, or Authorized Event Contact Person.
- b. Changes to the wedding date may be discussed with the Drury Event Coordinator by phone, but must be confirmed with the Drury Event Coordinator by the bride, groom, or Authorized Event Contact Person via email or certified U.S. Mail.
- c. Change of Date Fees:
 - 12+ months before the wedding: \$25 flat fee
 - 9-11 months before the wedding: \$50 flat fee
 - 6-8 months before the wedding: \$100 flat fee
 - 0-5 months before the wedding: Required cancellation, rebooking at full price (see cancellation policy above)

V. **Tours/Site Visits:**

- a. Couples are strongly encouraged to tour the chapel during the three-week period before the first payment is due to ensure that the chapel meets their needs and expectations.
- b. Couples are entitled to two (2) 30-minute tours of the facility free of charge.
- c. Additional site visits may be scheduled at the rate of \$25 per hour, with a one-hour minimum.
 - Payment for additional site visits is due by cash or check at the time of the visit.
- d. All tours and site visits must be scheduled in advance with the Drury Event Coordinator.
- e. All tours and site visits must be accompanied by the Drury Event Coordinator.

VI. **Time Allowances:**

Stone Chapel will be open for the event as follows, and only as follows:

- a. **Rehearsal:** A two (2) hour period the evening before the wedding.
 - No wedding rehearsals may be scheduled before 5:30 p.m.
- b. **Wedding Day:** An eight (8) hour period.
 - This eight hours includes pre-ceremony preparation, dressing, photos before/after the ceremony, the ceremony itself, and any post-ceremony activities (removal of guests, clean-up, etc.).
 - **Minimum Time Requirements for Wedding Day:**
 - If 75% or more of wedding photos will be taken before the ceremony, the Renter must schedule the ceremony to take place no later than the sixth (6th) hour of the eight hours allotted, leaving no less than two (2) hours of the reservation time from the start time of the ceremony (e.g., if the chapel is open from 12-8:00 p.m., the ceremony must take place no later than 6:00 p.m.).

- If 75% or more of wedding photos will be taken *after* the ceremony, the Renter must schedule the ceremony to take place no later than the fifth (5th) hour of the eight hours allotted, leaving no less than three (3) hours of the reservation time from the start time of the ceremony (e.g., if the chapel is open from 12-8:00 p.m., the ceremony must take place no later than 5:00 p.m.).
- c. Times for the rehearsal and wedding day must be indicated on the enclosed Reservation Form.
 - If all times are not known at the time the reservation is made, please indicate such on the Reservation Form and contact the Drury Event Coordinator as soon as the information is known.
- d. Rehearsal and wedding day times may be adjusted up to four (4) weeks before the wedding; due to scheduling requirements for the facility and staff, times cannot be adjusted beyond this point.
- e. The facility is not open for early/extra decoration/preparation outside the times set for the rehearsal and wedding day.
- f. **The Renter's time in the facility will not be extended beyond the time-limit parameters set above.** Please take care to schedule the event according to these guidelines.
- g. Any persons arriving outside the times set for the event will be asked to leave and escorted from the facility.
- h. Drury employees renting the chapel are prohibited from using University keys to enter the facility outside the times for which the chapel is rented.
- i. Drury employees, students, and/or alumni renting the chapel are prohibited from using their position at the University to influence University employees to open the facility outside the times for which the chapel is rented.

VII. General Policies:

- a. The term "University Property" includes the main campus, all academic and administrative buildings, all residential facilities, all recreational facilities, all service facilities, all campus roadways, all sidewalks within and bordering the campus, all parking areas and all other property owned or leased by the University. It may also be understood to refer to equipment, furniture, etc. owned by the University.
- b. Smoking and use of all other tobacco products is prohibited on the entirety of University Property. Drury University is a completely tobacco-free campus.
 - Safety & Security officers will confront any persons seen using tobacco products on University Property and confiscate any products in use by such persons.
 - Any persons found smoking/using tobacco *within* Stone Chapel will be escorted from the facility immediately.
 - Those wishing to use tobacco products at the event must cross the street from University Property before using tobacco products.
 - Electronic cigarettes are also prohibited on University property.
- c. Use of alcohol at non-University events is prohibited on the entirety of University Property.
 - University Safety & Security officers will confront and may detain any persons seen possessing (holding/carrying), distributing, or consuming alcoholic beverages on University Property.
 - Persons bringing alcohol onto University Property in conjunction with the event covered by this Agreement will be escorted from University Property immediately.
 - Intoxicated persons of legal drinking age (21 years or older) who are thought to be a danger to themselves and/or others will be detained by Safety & Security and placed in the custody of the Springfield Police Department.
 - Intoxicated persons of legal drinking age (21 years or older) exhibiting disruptive behavior will be detained by Safety & Security and placed in the custody of the Springfield Police Department.
 - Persons under the legal drinking age (less than 21 years) seen possessing or consuming alcohol will be detained by Safety & Security and placed in the custody of the Springfield Police Department.
 - Intoxicated persons under the legal drinking age (less than 21 years) will be detained by Safety & Security and placed in the custody of the Springfield Police Department.

- All University employees and students are subject to the restrictions of the University's Alcohol Policy, found at <http://www.drury.edu/multinl/story.cfm?ID=23305&NLID=414>.
 - Any person who feels that he or she or another person has been the victim of an incident or involved in a questionable situation involving a Drury student, University employee or Drury citizen on University Property, at any Drury activity or at any activity that an observer would associate with a Drury student, University employee or Drury citizen must immediately report the incident to the appropriate staff member (Drury Event Coordinator, Safety & Security, etc.) or complete the online reporting form at www.drury.edu/informationreport. The University will investigate all reported incidents and take appropriate action.
- d. Illicit drugs of any sort are prohibited on the entirety of the University Property.
- Any persons bringing/using illicit drugs on University Property will be detained by Safety & Security and/or the Springfield Police Department and placed in the custody of the Springfield Police Department.
- e. Gambling or solicitation in any form is prohibited onto the entirety of University Property.
- Any persons found gambling or soliciting on University Property will be escorted from University Property immediately.
- f. No animals are allowed in Stone Chapel, except for the necessity of the disabled. Any non-service animals found within the facility will be removed immediately.
- g. All offices, storage closets, maintenance areas, organ chambers, the bell tower and crawl space are strictly off-limits to all event participants.
- Any persons found in such prohibited areas will be escorted back to the event space or removed from the facility.
- h. If the facility(s) or University Property is damaged, the Renter is responsible for the replacement or repair of the facility/property to the University's satisfaction. Such charges will be billed separately after the event.
- Renter is responsible for making the Drury Event Coordinator aware of any damage to the facility found by the Renter prior to the Renter's use of the facility (i.e., pre-existing damage).
- i. The University asks that the wedding party be respectful of the University's religious affiliation and the religious history of Stone Chapel.

VIII. Fire Safety

- a. It is illegal to tamper with fire safety equipment, including, but not limited to: Fire alarm pull stations (pulling a fire alarm), smoke detectors, fire extinguishers, etc.
- The fine for tampering with fire safety equipment is a minimum of \$300, payable by the Renter.
 - Renter must communicate this policy to all event staff, volunteers, participants, and guests.
 - Any person who unnecessarily pulls a fire alarm will be escorted from University Property immediately.
- b. Should an event participant see or smell evidence of fire or hear "beeping" from a fire alarm, he/she should contact Safety & Security at 417-873-7911 immediately.
- c. No doors, fire exits, windows, or hallways in any part of the facility may be blocked with furniture or other items. University personnel will remove any such blockages in order to comply with fire safety regulations.
- d. Use of candles in Stone Chapel is restricted; Renter must exercise extreme care and caution when using candles.
- Candles must not be left burning unattended.
 - All candles must be placed in candelabras/sconces.
 - No candles may be placed in windows, on window ledges, or on wall ledges.
 - No candles may be placed on the floor, especially in aisles or other walkways.

- Candles must be placed away from flammable materials (dresses, draperies, carpet, tulle, wood, etc.).
 - If wax spills/drips, it must be cleaned up immediately. The chapel attendant on duty must be informed of any and all wax spills. Spillage of wax will not constitute a violation of this Agreement unless performed knowingly or left unreported to the chapel attendant.
 - If you have questions about the use of candles or candelabras/sconces, please contact the Drury Event Coordinator.
- e. Incense, luminaries, lanterns, torches, oil lamps and other such devices using real or open flame are prohibited in the facility and on the entirety of University Property. All such devices may be used only if using battery-operated/flameless candles.
- f. Fireworks (including sparklers and poppers), explosives or volatile materials are prohibited in the facility and on the entirety of University Property.
- The fine for use of fireworks and volatile materials is \$100 per infraction, payable by the Renter.
 - Persons bringing/using any explosives/incendiary devices onto University Property will be detained by Safety & Security and/or the Springfield Police Department and placed in the custody of the Springfield Police Department (see Section IX below).
- g. All extension cords, power strips and equipment cords must be free of crimps, cuts, shorts, and other obvious damage.
- The University reserves the right to examine all non-University cords and deny use of cords or equipment with damaged cords which may present a fire or injury hazard.
 - All power strips must have an on/off switch.
- h. All electrical equipment must be UL-approved.
- The University reserves the right to examine all electrical equipment and deny use of electrical equipment not UL-approved or deemed to be in unsafe condition.
- i. Hot plates, toaster ovens, and/or similar appliances are prohibited on University Property.
- j. No cooking is allowed in Stone Chapel except by the University-microwave oven in the Lounge kitchenette (see Section XVIIb).
- Individuals may not supply their own microwave ovens.
 - Individuals using the microwave must use microwave-safe dishes/containers.
 - Metal must not be placed in microwaves.

IX. Building Safety

- a. All facility roofs are completely off-limits for all event participants.
- Any non-University personnel found on facility rooftops will be escorted from University Property immediately.
- b. Children under the age of 12 years are disallowed use of all balconies in Stone Chapel.
- c. Children must be supervised when using the staircases and elevator.
- d. “Waterfighting” or practical jokes using water or any liquid substance in University facilities is prohibited.
- e. Throwing objects of any type, including balls and Frisbees, is prohibited indoors. Discretion is expected for outdoor play of this type.
- f. Use of skateboards, bicycles, scooters, skates and roller blades is prohibited inside University facilities. Such activities may be conducted only outdoors and away from University facilities (not on patios, etc.). Discretion and caution around pedestrians is expected of outdoor activities of this type.

X. Firearms and Weapons

- a. The possession or carrying of any and all firearms or other weapons, including without limitation any firearm, knife, or other weapon or agent or instrumentality capable of lethal use, whether in plain view or concealed, and whether with or without a concealed carry endorsement, permit or certificate, while on any University Property or while using any University equipment is prohibited.

- Any person bringing weapons of any kind onto University Property will be escorted from University Property immediately.
 - If deemed necessary by Safety & Security, the Springfield Police Department may be requested to assist in instances involving weapons on University Property.
- b. The possession or carrying, or detonation or causing the detonation of any and all explosives and other incendiary devices, including any incendiary or other device capable of driving or bursting out with violence or noise or capable of causing destruction or injury to person or property, whether or not detonated and whether capable of being detonated on site or from a remote location while on any University Property or while using any University equipment is prohibited.
- Persons bringing/using explosives/incendiary devices onto University Property will be detained by Safety & Security and/or the Springfield Police Department and placed in the custody of the Springfield Police Department.

XI. Violence, Threats, and Disruptive Behavior

- a. It is the University's goal to foster a safe and comfortable environment for all employees, students, and guests. Any behavior counter to this objective is prohibited.
- b. The University reserves the right to remove from University Property any person who engages in violence and/or threatening/disruptive behavior.
- c. All event staff, volunteers, participants, guests and other visitors are expected and encouraged to engage in safe conduct that does not interfere with campus activities or campus personnel.
- d. All megaphones, whistles, air horns and/or bullhorns are prohibited on University Property.
- e. Courtesy Hours apply 24 hours per day. During Courtesy Hours:
- All persons on University Property are asked to respect the activities and study needs of others on campus and conduct themselves appropriately.
 - Activities should be arranged so as not to disturb others on University Property.
- f. Quiet (reduced noise) Hours are 10 p.m.-8 a.m. daily, including weekends. During Quiet Hours:
- All events must be conducted indoors.
 - All facility windows and doors shall be closed when music/sound is amplified for events.
- g. Profanity, like excessive noise, is an affront to the University community and surrounding residential community. The University will not tolerate abrasive or inconsiderate language.
- h. University employees, students and guests utilize Stone Chapel and the remainder of University Property year-round. The Renter will respect the privacy, work and study needs of all such persons.

XII. Decoration/Event Preparation Policies

- a. Glitter is prohibited.
- b. Live Christmas trees and other live winter greenery are prohibited.
- c. Real flowers, including dropped petals, are allowed in the chapel.
- University personnel will sweep up dropped petals as part of the building clean-up.
- d. Helium-filled balloons are prohibited in the sanctuary and anywhere else above the ground floor.
- e. Use of candles is restricted (see Section VIII d).
- f. Fireworks, including sparklers and poppers, are prohibited in the facility and on the entirety of the University Property (See Section VIII f above).
- g. Luminaries, lanterns, torches, and other such devices using real or open flame are prohibited in the chapel and on the entirety of the university campus. Luminaries, lanterns, etc. may be used only if using battery-operated, flameless candles (See Section VIII e above).
- h. Birdseed, bubbles, etc. may be thrown only outside the building.
- Any litter (wrappers, bottles, etc.) produced from such activities must be cleaned up immediately following the event (this does not include the birdseed, petals, etc. themselves, so long as the materials are small and consist of natural fibers).

- i. No non-organic materials (paper or plastic confetti, silk flower petals, glitter, balloons, etc.) may be thrown outside the building.
- j. No decorations of any sort may be placed on the organ console.
- k. No exterior doors may be propped open except by the door stops attached to the doors.
 - The front doors must not be propped open using other objects.
- l. Exterior doors may be propped open only to accept deliveries or remove items from the chapel.
 - Exterior doors may not be propped open while guests arrive, or at any other time.
- m. Nothing may be hung from the ceilings or ceiling support beams.
- n. Nothing may be hung from/draped over any lighting and/or lighting supports or wiring.
- o. Nothing may be hung from/draped over any exposed pipes and/or wiring.
- p. Use of duct tape or any other adhesive tape on any portion of the building, including the floors, or on any University-owned furniture or equipment is strictly prohibited.
- q. Use of “sticky-tack” substances is prohibited in the facility.
- r. Nothing may be tacked, taped, glued, or nailed to the floors, walls, support columns, doors, pews, or woodwork.
- s. Aisle sconces attached to, or decorations hung from, sanctuary pews must be padded so that they do not damage the wood.
- t. Metal or rough-bottomed decorations/equipment, such as candelabrum, columns, arches, tables, plant stands, etc., must be placed on a pad of some sort (foam, felt, thick fabric, cardboard, etc.) so as not to scratch the floors.
 - If the rental company/flowerist does not provide such padding, it is the Renter’s responsibility to provide adequate padding.
- u. University banners and artwork are not to be removed. This includes student and departmental flyers, announcements, projects, and/or artwork.
- v. Items in University cabinetry must not be removed or tampered with.
- w. If the plants in Stone Chapel are moved, it is the Renter’s responsibility to return them to their original positions after the wedding.
- x. If the cloths on the lecterns or items on the altar table are removed, they must be returned to their original position after the ceremony.
- y. Renter should take care not to damage University lawns, trees, plants, planting beds, etc.
 - Use of spray paint or other paints/stains on grass or plants is strictly prohibited.
- z. Use of chalk on University Property is restricted:
 - Chalking of any sort is prohibited inside University facilities.
 - All chalking must be done with washable chalk.
 - All chalking must be rinsed away or otherwise removed immediately following the event.
 - All chalking must be done only where rain can rinse away any remaining residue.
 - Chalking is restricted to exterior sidewalks and ground-level areas.
 - Chalking is prohibited on facility walls, exterior art, trees, planting beds, light poles, etc.
 - Chalking must commence further than ten (10) feet from any facility entrance, including but not limited to landings, porches, and patios immediately outside of any facility.
 - All language and/or imagery used in chalking is governed by the same policies and restrictions as oral speech (see Section XI above).
 - The University reserves the right to remove any chalking language and/or imagery in conflict with University policies or ideologies.
- aa. Homemade/temporary event signage placed outside the facility may remain up only for the duration of the event.
 - Any such signs must be constructed so as not to damage the University grounds.
 - No signage may be nailed or tacked to trees/plants on the University grounds.

- No signage may be placed within flower/planting beds.
 - Signage must not block traffic views.
 - Signage must not block doors or sidewalks.
 - Signage must not block University signage.
 - All language and/or imagery used on homemade/temporary event signage is governed by the same policies and restrictions as oral speech (see Section XI above).
 - The University reserves the right to remove any homemade/temporary event signage which displays language and/or imagery in conflict with University policies or ideologies.
- bb. Decorations and other wedding items may be locked in the chapel overnight between the rehearsal and wedding day activities.
- Though the University has not had any issues with damage or theft at the chapel, the University strongly recommends against leaving the bride's gown or expensive electronic equipment in the chapel overnight.

XIII. Instruments & Live Music:

- a. Pipe Organ
- Use of the pipe organ is restricted to Drury University Organist Dr. Earline Moulder and her assistants.
 - The organ console will not be unlocked except by Dr. Moulder or the Drury Event Coordinator (with authorization from Dr. Moulder).
 - Under no circumstances may the organ console be moved and/or unplugged by anyone other than Dr. Moulder or trained University personnel.
 - It is the Renter's responsibility to contact Dr. Moulder (417-873-7376, emoulder@drury.edu) at the time of reservation to contract her services or gain approval for an outside organist.
 - Dr. Moulder and her assistants function as private contractors. The Drury Event Coordinator is in no way responsible for making arrangements with or collecting payment for Dr. Moulder. All arrangements for the organ must be made directly with Dr. Moulder.
 - There is a \$150 base fee for the services of Dr. Moulder and her assistants, to be made payable directly to the organist, and paid no later than two (2) weeks before the scheduled event. Additional fees may apply at the discretion of Dr. Moulder.
- b. Sanctuary Piano (Upright)
- The piano must not be moved except by Drury Facilities Services or Music Department personnel.
 - Under no circumstances may the piano be moved onto the stage.
 - Under no circumstances may the piano be removed from the sanctuary.
 - The piano is tuned according to the University schedule. Unless determined by University personnel to be severely out of tune, the piano will not be retuned at other times.
- c. Lounge Piano (Upright)
- The piano must not be moved except by Drury Facilities Services or Music Department personnel.
 - Under no circumstances may the piano be removed from the Lounge.
 - The piano is tuned according to the University schedule. Unless determined by University personnel to be severely out of tune, the piano will not be retuned at other times.
- d. The University does not loan/rent out instrumental equipment other than the pipe organ and pianos (above). All other instrumental equipment must be provided by the Renter.
- e. The University does not place any restrictions on the type of music used at the event.
- f. The Renter may hire musicians of his/her choice for the event.
- g. The University does not provide any musicians (pianist, organist, string quartet, vocalist, etc.) for the event.

- h. The Renter is solely responsible for hiring and communicating with any and all musicians regarding the event.

XIV. Equipment

- i. Equipment that may be provided by the University (*only as space and inventory allow*) includes:
- Tables: Up to three (3) 8ft. oblong (folding style),
 - Tables: One (1) 6ft. oblong (folding style),
 - Tables: One receiving/guest book table (2'Wx5'Lx3'H; second floor landing only; see Item s below),
 - Chairs: Up to 40 stacking style (*for use in Lounge only*),
 - Chairs: Up to 20 instrumental style,
 - Chairs: Up to ten (10) padded wooden folding style,
 - Music Stands: Up to 20 (standard black metal),
 - Stage Lecterns: Up to two (2) with attached microphones (see Section XV below),
 - Microphones: Up to two (2) (corded, handheld/stand-held) (see Section XV below),
- j. Equipment is available only as inventory allows, and is deployed on a first-scheduled-first-serve basis.
- k. Equipment arrangements must be made with the Drury Event Coordinator no later than two (2) weeks before the event. The Renter must direct all equipment requests solely to the Drury Event Coordinator.
- l. Equipment requests must be in made in writing (through the original Reservation Form, by email, or by U.S. mail).
- m. Equipment and facility needs must be discussed and finalized with the Drury Event Coordinator during regular office hours (Monday-Friday, 8 a.m.-5 p.m.).
- n. The Drury Event Coordinator will honor equipment requests only from the Authorized Event Contact Person listed on the Reservation Form.
- o. The University does not guarantee the availability of equipment or its ability to complete setups if arrangements are not made by the time specified above.
- p. The University reserves the right to deny use and setup of University equipment if setup instructions are not received by the time specified above.
- q. The University reserves the right to deny or alter the Renter's setup instructions if such are deemed unsafe, impractical for the space reserved, or harmful to the facility.
- r. No University-owned equipment or furniture may be moved except by authorized University personnel.
- This restriction does not apply to movement of stands, chairs, etc. University personnel will arrange minor equipment as closely as possible to the instructions given; the Renter may adjust the setup to better fit the needs of the event.
 - This restriction does apply to larger items, such as the stage lecterns.
- s. No University-owned equipment or furniture may be moved from the room/area in which it is originally placed by the University.
- t. No University-owned equipment or furniture may be placed outside the facility without express permission from the Drury Event Coordinator.
- u. It is the responsibility of the Renter to move/arrange non-University equipment.
- v. All decorations, linens, and equipment other than that provided by the University (above) are the responsibility of the Renter.

XV. Sound System:

- a. The audio system in the sanctuary consists of only two (2) corded, hand-held/stand-held microphones.
- The two (2) microphones may be mounted on the stage lecterns, mounted on pole stands, or held by hand.
- b. Arrangements for use of the microphones must be made with the Drury Event Coordinator no later than two (2) weeks before the event.

- c. Audio arrangements must be made in writing (through the original Reservation Form, by email, or by U.S. mail).
- d. Audio arrangements must be discussed and finalized with the Drury Event Coordinator during regular office hours (Monday-Friday, 8 a.m.-5 p.m.).
- e. The Drury Event Coordinator will honor equipment requests only from the Authorized Event Contact Person listed on the Reservation Form.
- f. University personnel will turn on the system prior to the event.
- g. The microphone volume is set and cannot be adjusted.
- h. Stone Chapel does not contain or have the ability to accommodate any other audio equipment (e.g., lapel microphones, CD/cassette/MP3 players, additional microphones, etc.).
- i. Renter is prohibited from tampering with the sound system, accessing and/or adjusting the audio board, and/or attempting to plug/wire additional equipment into the Stone Chapel audio system.
 - Any persons found tampering with or attempting to add additional components to the Chapel's audio system will be removed from the facility.
 - Any non-University equipment found plugged/wired into the Chapel's audio system will be removed immediately.
- j. If the Renter desires audio and/or video equipment beyond that offered above, the Renter must provide such on his/her own.
- k. The rental, setup, cost, and operation of all non-University equipment is solely the responsibility of the Renter.
- l. Any non-University equipment used in the Chapel must be completely self-contained (i.e., have its own speakers, board, amplifiers, cords, microphones, etc.).

XVI. Lighting

- a. The lighting in the sanctuary consists of:
 - Three (3) chandeliers (dimmable),
 - Two (2) banks of chancel spot lights,
 - Two (2) banks of balcony spot lights,
 - Under-balcony lighting.
- b. The lights are controlled by simple wall panels in the northwest and northeast corners of the sanctuary.
- c. Renter is responsible for setting/operating the lights during the event via the wall panels.
- d. No colored gels may be used in the spot lights or chandeliers.
- e. The spot lights are set to University specifications and must not be adjusted in direction or color in any way.
- f. The master lighting control panel in the stairwell is strictly off-limits to the Renter and all event participants.
- g. Should University personnel witness tampering with or adjustment to the lighting fixtures or master control panel by the Renter, or find any light fixtures or the master control panel significantly altered after the event, the Renter will be billed a \$150 readjustment/reprogramming fee.

XVII. Amenities

- a. Lounge (Receiving Room)
 - Location: East end of the first floor.
 - Features:
 - Two conversation seating areas consisting of sofas, settees, arm chairs, and accent tables;
 - Other comfortable seating;
 - Kitchenette (see Item b below).
- b. Kitchenette
 - Location: East end of Lounge:
 - Features:

- One (1) dorm-sized refrigerator/freezer,
 - One (1) microwave oven,
 - One (1) sink,
 - Limited counter space.
 - No items may be stored in this area prior to the event.
 - All items placed in the refrigerator must be labeled with the event date and name.
 - All items placed in the refrigerator must be removed immediately following the event. University personnel will discard any non-University items the day after the event.
 - No food already in the refrigerator may be removed or used by the Renter or event participants.
 - All items must be removed from the kitchenette immediately following the event.
- c. Dressing Rooms (2)
- Suite 1/Bride's Room features:
 - Location: West end of the main hallway.
 - Features:
 - a. Comfortable seating,
 - b. One (1) dress rack,
 - c. One (1) wall-mounted dress hook,
 - d. Dressing counter with mirror,
 - e. One (1) full length mirror,
 - f. Temperature control,
 - g. Direct access to the women's restroom via side door,
 - h. Multiple electrical outlets.
 - Suite 1/Bride's Room may be used only by female participants.
 - Suite 2/Groom's Room features:
 - Location: East end of the main hallway, directly across from the men's restroom.
 - Features:
 - a. Comfortable seating,
 - b. One (1) large mirror,
 - c. One (1) sink,
 - d. Counter space,
 - e. Closet space,
 - f. Temperature control,
 - g. Multiple outlets.
- d. Elevator
- Location: Southeast corner of Stone Chapel.
 - The elevator may be accessed through the Lounge or by the southeast exterior door leading to the drop-off driveway behind the chapel.

XVIII. Food & Beverages

- a. No food or beverages, *including bottled water*, are allowed in the sanctuary.
- b. All food and beverages must be confined to the Lounge and dressing rooms.
- c. All food service arrangements are solely the responsibility of the Renter.
- d. All arrangements for food service utensils and equipment are the responsibility of the Renter.
- e. All costs for food service are solely the responsibility of the Renter.

XIX. Maintenance/Custodial Needs

- a. If maintenance/custodial services are required, the Renter should notify the chapel attendant.
- b. If the chapel attendant is not available, the Renter should contact Safety & Security at 417-873-7400, explain the need, and request that appropriate maintenance/custodial staff be radioed for assistance.
- c. In emergency situations, the Renter should contact Safety & Security at 417-873-7911 for assistance.

XX. Clean-up/Post Ceremony Responsibilities

- a. All clean-up and other post-ceremony activities must be scheduled within the eight (8) hours for which the chapel is rented on the wedding day.
- b. All decorations, flowers, and wedding equipment must be removed from the sanctuary immediately following the event.
 - If equipment rental companies are unable to retrieve their items the day of the wedding, or if the wedding party must immediately travel to the reception, decoration items may be locked in the dressing rooms for pick-up the following Monday; these items *must* be removed from the sanctuary.
 - Only decoration items may be locked in the dressing rooms.
 - Decoration items must be picked up no later than the Monday following the wedding.
 - Rental companies or others needing to retrieve decoration items should contact Security (417-873-7400) to be let into the chapel.
- c. All personal items (clothes, jewelry, toiletry items, electronics, etc.) must be removed from the chapel immediately following the event.
- d. All gifts must be removed from the chapel immediately following the event.
- e. All food must be removed from the chapel immediately following the event.
- f. Renter and event participants should leave the facility clean and undamaged.
- g. Any area(s) used by the Renter and event participants should be returned to the original condition immediately following the event.
- h. University personnel will vacuum, mop, remove bagged trash, etc., after the event.
- i. University staff will not remove/move decorations, non-University equipment, etc.
- j. Renter must notify University personnel (chapel attendant, Drury Event Coordinator, maintenance/custodial staff, Safety & Security officers, etc.) of any mess (food/drink spills, weather-related foot traffic, etc.) from the event that may cause damage to floors, walls, or other portions of the facility(s).
- k. If excessive cleaning is required in restrooms or other areas in or around the facility due to the Renter's use of the facility, the Renter will be charged accordingly; the Renter agrees to pay such charges.

XXI. Officiant/Clergy

- a. It is the Renter's responsibility to secure the services of an officiant/clergy member to perform the wedding ceremony.
- b. The University does not provide an officiant nor make recommendations for officiants.
- c. The University does not place restrictions on the religious affiliation (or lack thereof) of the wedding party or the officiant.

XXII. Wedding Receptions:

- a. Stone Chapel does not contain a reception area.
- b. Reception areas in Reed Auditorium, the Hoblit Room, FSC Ballroom, and O'Reilly Family Event Center may be scheduled upon request at additional cost.
- c. For information regarding Reed Auditorium, please call 417-873-7200.
- d. For information regarding the Hoblit Room, please call 417-873-7215.
- e. For information regarding the FSC Ballroom, please call 417-873-7215.
- f. For information regarding O'Reilly Family Event Center, please call 417-873-6387.

XXIII. Chapel Attendant

- a. There will be a chapel attendant on duty in Stone Chapel while the facility is open for the rehearsal and wedding.
- b. The chapel attendant will unlock the building at the times specified for the event and relock the building once the wedding party has vacated.

- c. Security will not unlock the chapel for the wedding party prior to the chapel attendant's arrival unless asked to do so by the attendant or Drury Event Coordinator, or unless the attendant does not arrive on time.
- d. The attendant will keep watch over the facility during the rehearsal and wedding day to prevent theft of gifts, equipment, etc. and to prevent the disruption of the wedding by outside parties.
- e. The attendant will enforce the policies set forth in this Agreement, as well as the general policies of Drury University.
- f. The attendant will provide the Drury Event Coordinator with a report regarding observance of policies by the wedding party which will determine if the policy adherence deposit is to be refunded.
- g. The chapel attendant is not a wedding coordinator and should not be expected to perform as such.
- h. Please be respectful of the chapel attendant and his/her authority.
- i. On rare occasions when the chapel attendant is not able to attend the rehearsal and/or wedding (e.g., due to illness or emergency), a custodian will meet the wedding party at the chapel to inform the party of the attendant's absence.
 - In the attendant's absence, a custodian will be either present in the chapel or available on an on-call basis to assist the wedding party.
 - In the attendant's absence, fill-in or on-call custodians assume the same authority as the regular chapel attendant in regard to policies and procedures.

XXIV. Parking and Vehicles

- a. Parking closest to Stone Chapel may be found in University Lots 1 & 6; parallel parking is also available along Benton Avenue.
- b. Handicap parking is available in the drop-off driveway at the southeast corner of the chapel off of Central Street and to the northeast of the chapel off of Burnham Circle.
- c. The University does not provide exclusive parking for non-University events. All parking is first-come-first-serve.
- d. Vehicles must be parked in marked spaces only.
- e. Vehicles must not be driven on University or city pathways or walkways.
- f. Vehicles must not be driven on University lawns.
- g. Vehicles of event staff, volunteers, participants, and guests must be removed from University parking areas immediately following the event.
- h. RVs may not be used for meals or lodging while on University Property.
- i. RVs may not be parked on University Property overnight.
- j. The posted maximum speed limit on University Property is 10 mph.
- k. Pedestrians have the right of way at all times.
- l. Parking in service or fire lanes is expressly prohibited in order to comply with applicable governmental restrictions, maintain fair and orderly parking, provide for the safety of all present, and ensure ready access for emergency and refuse vehicles.
 - The University is authorized to fine the violator, boot the vehicle, and/or tow the vehicle (at the expense of the car owner/operator).
 - Fines are according to applicable ordinances or University procedures.
 - The Renter will pay any amount owed under this provision which is not paid by the owner/operator in a timely manner.
 - Additional ticketing may be conducted by the Springfield Police Department.
- m. Parking in reserved or handicapped spaces without a valid permit is prohibited.
 - The University is authorized to fine the violator, boot the vehicle, and/or tow the vehicle (at the expense of the owner/operator).
 - Fines are according to applicable ordinances or University procedures.

- The Renter will pay any amount owed under this provision which is not paid by the owner/operator in a timely manner.
- Additional ticketing may be conducted by the Springfield Police Department.

XXV. Liability Release

- a. The Renter agrees to indemnify and hold the University free and harmless from all liability, loss, damage, costs, and all other claims or expenses asserted against the University which may arise from injuries to persons or property of, or caused by, participants, staff and guests while on University Property or as a result of or occasioned by attendance at or participation in the scheduled event.
- b. Renter agrees that the University is not responsible for items lost by the Renter or any event participant or event guest or for items left in University facilities or on University Property following the departure time specified on the Reservation Form. Any items that may be recovered will be sent to Safety & Security. The University has no obligation to contact the Renter or any event participant or event guest regarding any lost items that are found.

XXVI. Non-Exclusive Use

- a. Stone Chapel is a working part of Drury University. There is a possibility that classes or student activities elsewhere on campus may disturb the Renter’s event. Neither classes nor activities will be changed or cancelled to accommodate the Renter event.
- b. Renter must conduct his/her/their activities so as not to interfere with activities carried on by the University or by any other party renting facilities from the University or otherwise using the University’s facilities.

XXVII. University Rights

The University reserves the right to:

- a. Enter any room for the purpose of inspection, repair, or emergency.
- b. Reassign the Renter to a comparable facility in order to accomplish necessary repairs and/or renovation to the facility(s).
- c. Revoke the Renter’s privileges in or utilization of any of its facilities or grounds, for violating any term or provision of this Agreement without any reduction in the rental fee(s) and/or service fee(s).
 - The University shall have the right to insist that the Renter vacate the premises and forfeit any deposit(s), rental fee(s), and/or service fee(s).
 - The University also reserves the right to demand the removal of any individual(s) who do not adhere to the expectations, regulations, and policies listed in this Agreement.

XXVIII. Curtailment

- a. In the event that University facilities, property, of facilities shall be destroyed or substantially damaged by fire or other casualty, or in the event other circumstances render the fulfillment of the Agreement impractical or impossible by the University, the Renter shall be obligated to pay rental fees only for those services, activities, and events which shall have occurred prior to said casualty and circumstance.
- b. The Renter hereby waives any claims for damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of this Agreement; however, the Renter’s obligation shall not be limited as herein provided if the fires or other casualty or circumstance is the result of action by Renter or any event staff, volunteers, participants, guests or their visitors.

XXIX. Miscellaneous Provisions

- a. The following additional provisions are made as part of this Agreement:

Initials of the Drury Event Coordinator: _____

Initials of the Authorized Event Contact: _____

XXX. Alternative Dispute Resolution

- a. If any dispute, question or controversy (“Dispute”) arises under this Agreement or by those using University facilities or services under this Agreement, the parties shall first try to resolve such Dispute by mediation. Unless otherwise agreed to by the parties, the mediator will be selected from the list of neutrals provided by the United States District Court for the Western District of Missouri and will be mutually agreed to by the parties.
- b. On failure of mediation, any Dispute arising under this Agreement or by those using University facilities or services under this Agreement shall be decided by final and binding arbitration by one arbitrator unless otherwise agreed to by the parties in signed writing. Any demand for arbitration must be made in writing on the other party within the time limitations applicable to the Dispute under law. Unless otherwise agreed to by the parties in a signed writing, the arbitration will proceed under and pursuant to the Commercial Arbitration Rules and Mediation Procedures (including Procedures for Large, Complex Commercial Disputes) as Amended effective the date the demand for arbitration is made except that: (1) discovery will be limited to exchange of documents and no depositions shall be permitted and (2) any filing fee shall be borne by the party seeking arbitration and the cost and expense of the arbitrator shall be equally borne by the parties and (3) the arbitrator shall have no authority to assess any other cost or expense including without limitation any cost or expense of any party, each party to bear its own cost and expense.
- c. Venue of any mediation or arbitration will be in the Springfield Missouri Metropolitan area. Missouri substantive law will apply.
- d. Each party waives any and all rights to file any action in a court of competent jurisdiction, whether the action filed would be tried to a jury or tried to a court, based on any dispute arising out of this Agreement. Notwithstanding the foregoing, any arbitration award may be filed for enforcement in a court of competent jurisdiction with a venue in Springfield, Greene County Missouri.

XXXI. This Agreement may be signed only by the bride, groom, or Authorized Event Contact Person (see Reservation Form).

XXXII. This Agreement is not considered in effect nor the reservation complete until the following are received:

- a. Signed Agreement
- b. Full rental fee
- c. Reservation Form

**THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION,
WHICH MAY BE ENFORCED BY THE PARTIES.**

I, _____, have read and understand the policies set forth in this Agreement, and agree that I and all members of my wedding party will abide by the terms of this Agreement. I further understand that violation of any of the policies set forth in this Agreement, whether by myself or any member of my wedding party, will result in forfeiture of my \$100 policy adherence deposit.

Signature: _____ **Date:** _____

Event: _____ **Date of Event:** _____

Signature of Drury Event Coordinator: _____ **Date:** _____

If you have any questions regarding this Agreement or require additional information, please contact:

Christie Garrison
Calendar/Event Coordinator
Burnham 107
Drury University
900 N. Benton
Springfield, MO 65802

Phone: (417) 873-7200
Fax: (417) 873-7862
Email: events@drury.edu