



TEXAS WOMAN'S UNIVERSITY
*Little Chapel
 in-the-woods*

Little Chapel in-the-Woods

About the Little Chapel

Constructed in 1938 and dedicated by Eleanor Roosevelt on November 1, 1939, the Little Chapel has been named one of Texas' most outstanding architectural achievements.

The chapel seats a total of 110 people, including 15 seats in the balcony. The chapel may be used for traditional weddings, non-denominational services, recitals, and events sponsored by recognized student organizations or other components of TWU. Questions regarding acceptable types of events in the Little Chapel in-the-Woods can be directed to the Office of Conference Services.

For weddings, there is a bride and a groom room, as well as 3 designated parking spots that are included in the rental of the chapel.

There is a restroom in the groom's room as well as an outdoor restroom, located in the Northeast corner of the chapel.

Food, beverage, and tobacco products are not permitted in the Little Chapel. *Alcohol is not permitted.

Chapel Facts

Pew height: 33 inches	Pew thickness: 1.5 inches
Aisle: 40 Feet	Total pews: 28 (14 per side)
Altar railing length: 90 inches	Altar railing height: 29 inches

Rates

Weekend (Friday, Saturday, Sunday)	\$750 – 3 hours + 1 hour rehearsal
Weekday (Monday – Thursday)	\$400 – 3 hours \$75 – 1 hour rehearsal
Holiday	\$950 – 3 hours + 1 hour rehearsal
Additional time	\$75 per hour

Saturday Wedding Timeslots:

9am-12pm
 1pm-4pm
 5pm-8pm

Saturday Wedding Timeslots:

9am-12pm
 1pm-4pm

***There are no preset timeslots for weddings held Monday-Friday**

Discount rates available for alumni and military upon request. (Alumni status will be checked; military must show military ID or DD214 discharge papers)

All of our ceremonies include use of the following:

- Candelabras, including candles
- Unity stand, including candles
- Pedestals for floral arrangements
- Shepherds hook lighter
- Pew clips
- Piano/Organ
- Antique kneeler
- Handheld and lapel microphones
- Sound system with CD/DVD capability and iPod connectivity
- Votive candles for the window ledges

Conference Services requires organ players to be selected from the following:

Robin Abrams (940) 433-2820	Margaret Atkinson (940) 321-3673
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Margo Dillard, PhD (817) 403-1500	Lurline DuPree (940) 382-1909
Lenora McCroskey, PhD (940) 453-7299	Susan Myatt (940) 387-3080
David Pierce (940) 387-5158	Kathy Stamm (940) 387-9013

Unity Ceremonies

You may conduct a unity candle, sand, knot, cross, etc. ceremony; we do not allow unity paintings, strictly because the chapel is such an historic building. If conducting a unity candle ceremony, we require you to use our stand and tapers to light the center candle. For any activity/ceremony not listed above, please contact us at conferenceservices@twu.edu or 940.898.3516.

Decorations

Conference Services does not permit the use of tape, glue, tacks, nails, staples or any other agent that will cause damage to the facility.

No live petals may be placed on the floor of the chapel. Silk petals may be used down center aisle. No aisle cloths are permitted in the chapel. No glass container may be placed down the aisle. Any additional candles must be LED only.

Because the Little Chapel is an historic building, the pews may *not* be moved under any circumstances. Pew clips belonging to and provided by Conference Services *must* be used to attach any and all decorations to the pews. All furnishing and fixtures in the chapel are considered permanent and cannot be move or removed. These include altar, pulpit, candelabras and pews.

For safety measures, please no throwing of rice, birdseed, confetti or flower petals outside. Sparklers may be used for sendoffs if there is a container filled with sand nearby for precautionary measures.

Decorations must be removed after the event. Please make arrangements to have all gifts, flowers, props, and decorations removed from the Little Chapel at the completion of the event.

Photograph Collection

Your wedding invitation, program, and an 8"x10" photograph or smaller may be included in the photograph collection in the University Archives. Please contact the Woman's Collection at the TWU Blagg-Huey Library at 940-898-3751 or womansc@twu.edu

Bride's Book

The TWU Bride's Book contains all of the names of the brides and grooms married in the Little Chapel in the Woods since 1939, when it was dedicated by Eleanor Roosevelt. The book is located on the second floor of the ACT Building for your viewing or electronically from the TWU library website www.twu.edu/library.

Greenhouse

About the Greenhouse

The greenhouse patio may be used for weddings, receptions, luncheons, and small gatherings.

Black garden chairs can be set up on the greenhouse patio for ceremonies. Approx. 75 chairs can be set on the patio. Up to 110 chairs are includes with the reservation (weddings over 75 guests may require some chairs be set up on the grass). Additional chairs may be rented. Restrooms are located directly beside the greenhouse.

If there will be food present at a greenhouse event, the food must be provided by someone on the approved catering list.

Rates

Weekend (Friday, Saturday, Sunday)	\$750 – 3 hours + 1 hour rehearsal
Weekday (Monday – Thursday)	\$400 – 3 hours \$75 – 1 hour rehearsal
Holiday	\$950 – 3 hours + 1 hour rehearsal
Additional time	\$75 per hour

Saturday Wedding Timeslots:

9am-12pm
1pm-4pm
5pm-8pm

Saturday Wedding Timeslots:

9am-12pm
1pm-4pm

***There are no preset timeslots for weddings held Monday-Friday**

Decorations

For safety measures, please no throwing of rice, birdseed, confetti or flower petals inside or outside of the greenhouse. Conference Services does not permit any decorations which require affixing to the structure.

Inclement Weather

If your wedding is scheduled for the gardens, the Little Chapel will serve as the inclement weather site, providing you do not exceed the 110 person capacity. Ask about rain location for weddings exceeding 110 guests.

The Office of Conference Services cannot give refunds for events cancelled because of inclement weather.

Gardens

About the Gardens

The gardens may be used for receptions, luncheons, and small gatherings. Reserved as a separate facility, the greenhouse is not included in the user fee for the Little Chapel in the Woods.

Photographs may be taken in the gardens at a rate of \$25 per hour.

Rates

Weekend (Friday, Saturday, Sunday)	\$750 – 3 hours + 1 hour rehearsal
Weekday (Monday – Thursday)	\$400 – 3 hours \$75 – 1 hour rehearsal
Holiday	\$950 – 3 hours + 1 hour rehearsal
Additional time	\$75 per hour

Saturday Wedding Timeslots:

9am-12pm

1pm-4pm

5pm-8pm

***There are no preset timeslots for weddings held Sunday-Friday**

Inclement Weather

If your wedding is scheduled for the gardens, the Little Chapel will serve as the inclement weather site, providing you do not exceed the 110 person capacity.

The Office of Conference Services cannot give refunds for events cancelled because of inclement weather.

***Ask about our tent package options**

General Information

Reservation Process

Conference Services requires the Reservation Form and the payment in full in order to hold your requested date and time. Payments may be made with cash, check or credit card.

A \$50 fee will be charged for reservation date changes.

Cancellations must be submitted in writing within 60 days of the event and will result in a forfeiture of one-half of the rental fee. Cancellations less than 60 days of the event will result in a forfeiture of the entire fee. If there is a cancellation within 24 hours of the event, a \$35 fee will be charged.

Parking

Free parking is available on the TWU Denton Campus. However, specific parking policies must be followed during the use of the facility. Parking passes are not needed on the weekends. Guests attending events during the weekdays (Monday-Friday before 9:00pm) are required to obtain a Visitors Permit at the TWU DPS Office located on Administration Drive. On the TWU Denton Campus, State vehicles and handicapped spaces are painted white, whereas, service vehicles spaces are painted yellow. Tickets will be issued if unauthorized automobiles are parked in State vehicle, handicapped, or service spaces without proper authorization. Users and guests are responsible for paying their own parking violation fees.

Americans with Disabilities

In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, Texas Woman's University will make reasonable accommodations to ensure equal opportunity and access for qualified members of the public who wish to participate in applicable programs, activities and facilities.

Liability

In consideration for permission to use the facilities, the individual who signs the Reservation Agreement shall indemnify and hold harmless TWU, its Regents, officials, and employees for and against any and all liability, attorney's fees, court costs, loss or damage the university may suffer as a result of claims, demands, costs or judgments against it arising out of any accident, injury, loss of property, death, or other tortuous act which may occur to or be caused by participants during such use of facilities.

Regulation

It is understood that the client and all associated individuals will abide by the rules, regulations, and requirements of TWU or the State of Texas for the use of its various services and facilities on the campus, property and grounds of TWU. It is further understood that the client will withdraw, remove or expel any person associated with or participating in the event upon request of TWU for good cause. Moreover, the client agrees to cease and desist any activity, function, programs, etc., upon the request of TWU for a good cause. The term "good cause" as used herein shall include but not be limited to violations of any rule, regulation, or condition of TWU or the State of Texas. Cooperation from our patrons in adhering to the policies set forth in this agreement is most appreciated. Failure to abide by the established policies could result in additional charges and/or loss of privilege for future reservations.

Insurance

Client may be requested to provide a certificate of insurance in the minimum amount of \$1,000,000.00 general liability and \$1,000,000.00 for each occurrence naming Texas Woman's University as an additional insured. Please see 'Liability'.

Disclaimers

The Student Handbook and Student Code of Conduct supersede all policies with regard to rental rates, alcohol, and food service.

We appreciate your reservation and will do our utmost to make your event successful. Rates and policies are subject to change without notice. The office of Conference Services at TWU reserves the right to refuse requests from entities in direct competition for services provided by our institution.

Photo Release

I hereby consent to the use, reproduction, editing and/or broadcast by TWU of any and all photographs, video recordings and audio recordings of me taken by or on behalf of TWU, from this day, without compensation to me. All negatives and positives, prints, video-recorded images and audio recordings shall constitute the property of TWU solely and completely.

Smoking Policy

As of August 15, 2013, TWU is a smoke free campus.

Office of Conference Services
Hubbard Hall, Suite 104, P.O. Box 425379
Denton, TX 76204-5379
Telephone: 940-898-3516 Fax: 940-898-3556
conferenceservices@twu.edu