

UNIVERSITY OF  
**NORTH★TEXAS™**  
GOOLSBY CHAPEL  
*1622 Maple Street*  
*Denton, Texas*

The Goolsby Chapel (hereinafter referred to as the Chapel) is available for events lending themselves to the spirit of the facility. See [www.unt.edu/chapel](http://www.unt.edu/chapel) or email [GoolsbyChapel@ad.unt.edu](mailto:GoolsbyChapel@ad.unt.edu)

**Who Can Use:** Anyone (hereinafter referred to as the Client)

**Availability:** The Chapel is open 9:00AM to sunset, Monday thru Friday when University classes are in session. Reservations are required for all private events; all weekend dates and weekday events occurring 9:00AM to 10:00PM. Dates outside the active classroom schedule may be available by special reservation dependent on staffing availability. Dates outside the active classroom schedule will have an additional staffing fee.

**Standard Closed/Unavailable Dates:** Thanksgiving (Wednesday 4:00PM thru Monday morning @ 9:00AM), Winter Holiday (4:00PM Friday before December commencement until 9:00AM the first class day of the Spring Semester), Spring Break (noon on the last day of class till 9:00 AM on Monday, the first day of class. Other dates dependant on the availability of staff, and the development of the yearly academic calendar, including Good Friday, 4th of July, and Labor Day.

**Scheduling Reservations:** Reservations are accepted on a first-come, first-served basis. Any group having a reoccurring event on a semester to semester basis will be contacted should another group seek to reserve those reoccurring dates and given the opportunity to use or release to new client. Requests for use must be submitted in person to the Office of the Conference Coordinator for Business Services (CCBS) during the hours of 9:00AM to 4:00PM Monday thru Friday. A reservation will be posted onto the calendar once the application and deposit have been submitted to the CCBS office.

**Reservation Considerations:**

- Reservation requests should be submitted in writing as soon as possible.
- The deposit & Rental Agreement are required prior to the reservations posting on the calendar to hold the requested date(s).
- Client should be sure to include all necessary preparation and takedown time in their reservation time request (i.e. rehearsals)
- The individual who signs the rental contract will be the only person authorized to make changes to the original request. This individual or their authorized representative must be present at all phases of the function, including set-up, actual function and break-down/cleanup.
- **NOTE:** Client will not have access to the Chapel before the requested reservation time.
- Services, which are open to the general population as well as UNT students and affiliates, do not qualify for the "UNT Departments and Student Organization" discount.

**Wedding Ceremonies:** Clients reserving the Chapel for wedding ceremonies may want to consider the amount of time of their service and also time for their rehearsal. Rehearsals can be included in the three hours of usage time (same day) or as a separate rental fee situation (i.e. evening before). A dressing room adjoins the women's restroom.

No celebration actions such as the "throwing" of rice or confetti may be used inside the Chapel. Natural flower petals or bubbles are permitted outside of the chapel building. (If you have another product you wish to use, please get it approved by the CCBS).

**Special Opening:** Should a Client want to use the facility during the time when classes are not in session, usage will depend on availability of staff and requires an additional fee.

**Solicitation:** Client is not permitted to solicit general population (passersby) to attend or participate in their event by handouts or personal contact during their reserved use of the Chapel. Any and all solicitation must be approved through the appropriate office of each facility where Client wants to post information (i.e. Union Building = Information Desk, student mailboxes = Dean of Students, College of Education = Dean's Office, Housing and Residence Life = Housing Office, Coordinator for Residence Life).

**Confirmation:** Confirmation will not be made until payment and forms with all relevant information are completed and returned to the CCBS Office.

**Cancellation:** In the event a reservation is to be cancelled, the Client should contact the CCBS Office in writing. Client forfeits the deposit fee if the cancellation is made later than three (3) working days prior to the event day.

**A \$30.00 dollar fee will be charged on all returned checks.**

**Deposit:** Use of the Chapel and/or the Chapel grounds requires a \$50.00 deposit. This deposit is required to hold the reserved date and is due at the time the date is scheduled. This deposit will not be refunded if the used area is not restored to its original condition. Client is to contact the CCBS for refunding of deposit.

**Rental Payment:** Payment for use of the Chapel is to be paid on or before 5 working days of the actual use day.

**Reservation Changes:** Changes must be made in writing in the CCBS Office and requires a \$25.00 change fee. Only the Client may make reservation changes.

**Supervision by Client:** It is understood that the Client and all persons attending the event will abide by the rules, regulations, and requirements of UNT or the State of Texas for the use of the various services and facilities of the UNT campus. It is further understood that the Client will withdraw, remove or expel any person associated with or participating in the event upon request of UNT. Moreover, the client agrees to immediately discontinue any activity, function, program, etc., upon the request of chapel Coordinator or UNT Official.

**Privacy:** Names and/or phone number of parties reserving the Chapel will not be released except in accordance with the Public Information Act.

**Liability:** In consideration for permission to use the Chapel, the Client who signs the Reservation Form shall indemnify, defend and hold harmless the University of North Texas for an against any and all liability, attorney's fees, court costs, loss or damages that 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 the Chapel. Does your organization have Liability insurance? If yes please coordinate with your agent and have the agency provide us a copy of your certificate of insurance. We would like the following statement included in the block entitled Description of Operations. "The University of North Texas is named as Additional Insured during the time of our operations (meetings, etc.) on the campus".

**Alternative Dispute Resolution:** Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving goods, services and certain types of projects. If Chapter 2260 applies to this Agreement, the parties agree to use the statutory dispute resolution process to attempt to resolve disputes arising under this Agreement.

**Governing Law:** This Agreement shall be enforced in accordance with the laws of the State of Texas. Venue for any disputes arising hereunder shall be in Denton County, Texas.

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**Capacity:** Seated: 64 (52 upholstered chairs and 4, 3-person benches). Additional folding chairs are available by rental. Maximum occupancy is 142 for standing room only occupancy, no seating available.

**Temperature:** Comfort zoned for 74-76 degrees summer and 68-74 winter.

**Musical Equipment:** The Chapel is not equipped with any musical equipment or sound system.

**Decorations:** Decorations are as needed by the Client, provided all are removed after the event by the Client. No decorations may be used to block the entry/exit locations or signs. No nails, tacks or tape which could/would damage the Chapel walls or fixtures are allowed. Exits must remain clear and accessible at all times.

**Furniture:** If seating and/or other furniture in the Chapel are moved, Client must return all to original setup. Failure to return the Chapel to its original condition will result in loss of deposit. (NOT PERMITTED: Any adjustments to the window/wall treatments.)

**Deliveries:** The Client is responsible for accepting any and all deliveries made to the Chapel for their planned event. Any and all deliveries are to occur during the time frame the Client has reserved. No entity at UNT will accept delivery or liability of deliveries made to the Chapel on behalf of the Client or the Client's event.

**Candles:** The use of candles is not allowed in Goolsby Chapel.

**Lost Items:** It is the responsibility of the Client to ensure all items are removed upon conclusion of the event. Failure to do so may result in items being discarded. UNT and its representatives do not assume responsibility for any lost or misplaced items prior to, during or after the reservation.

**Restrooms:** Restrooms are available in the Chapel.

**Smoking:** The Chapel is a smoke-free facility. All smoking must take place outside the facility in compliance with University policy.

**Food and Beverages:** No food or beverages permitted in the Chapel.

**Tour of Chapel:** A tour of the Chapel will be arranged upon request to the CCBS Office.

**Americans with Disabilities:** The Chapel is within the guidelines for accessibility.

**Parking:** There is limited convenient parking for the Chapel. Events occurring Friday after 5:00PM thru Sunday evening do not require parking permits. Cars are allowed to park in any parking area during the specified above dates only. **(Do not park in 'A' parking)**

**Facility Attendant:** The facility attendant will unlock the Chapel at the beginning of the reservation time and will return to lock the Chapel at the end of the requested reservation time.

**It is the responsibility of the client to page the Attendant if there are problems, concerns or if they wish to conclude their use earlier than expected.** Information to page the attendant is found by the Chapel phone.

**The client is not to leave the chapel unattended after the event. The client must wait for the chapel attendant to arrive before leaving. Failure to comply will result in the forfeiture of the deposit.**

Rates and policies are subject to change without notice. Revised 10/09