

Chapel Use Information for Weddings

1. Contact Person: _____
Address: _____
Phone: _____ Fax: _____

2. Dates & Times Requested:
Rehearsal Date: _____ Time: _____ (Beginning & Ending)
Number of hours for After-hours Usage: _____ (See below.)
Wedding Date: _____ Time: _____ (Beginning & Ending)
Number of hours for After-hours Usage: _____ (See below.)
Wedding party must submit exact times for usage with at least one week's notice.

Are you using Chapel Basement for reception? _____

Office Use:

Date Deposit Paid: _____ Amount: _____ Cash ___ Check ___ Credit Card ___ (Check one)
Date Balance Paid: _____ Amount: _____ Cash ___ Check ___ Credit Card ___ (Check one)

3. Name of individuals getting married at Chapel: _____

4. Expected number of persons attending function at Chapel: _____

5. **Chapel Use Fee: \$500.00** Includes rehearsal, wedding, use of basement for reception and use of Visitor Centre. **Visitor Centre** includes use of bedroom & bathroom for changing; use of stairs, rooms, & balcony for photo opportunities. **(Non-refundable \$50.00 deposit is required with submission of this form.)**

6. **No smoking or alcohol of any type at any time** is allowed within the boundaries of Fort Reno and USDA Grazingland Research Facility and subsequent buildings including chapel visitor center and basement. Failure to do so may result in a federal fine. See Section 11 for further building use conditions.

7. **Security & Staff Fees:** As a result of Historic Fort Reno, Inc. BOARD ACTION in 12/07, there will be a professional security fee of **\$25.00 per hour** for each hour of "open gate" usage between 4:30pm and 10:00pm curfew with a 2-hour minimum each day. Hours of usage specified in Item 2 of this form must be adhered to. If wedding is scheduled and can be concluded during normal operating hours (10am – 4pm Daily) there will be no security fee. An additional **\$10.00 per hour** may be charged for each hour staff presence is required. Staff times must be requested with at least one week's notice.

8. **Cleanup of Chapel and Visitor Centre:** Wedding party is responsible for taking down of decorations, removing of waste articles such as plates, cups, etc into provided trash receptacles **prior to the departure time specified in Item 2.**

9. A **USDA/Agriculture Research Service Revocable Permit** will be sent to Contact Person. It needs to be signed and returned with the **Chapel Use Fee Deposit** which shall be paid to Historic Fort Reno, Inc. Permit and Fees may be mailed, faxed, or delivered to the **Fort Reno Visitor Center at 7107 W. Cheyenne St., El Reno, OK 73036.** In the event of cancellation, the fee, less \$50 deposit, will be returned to contact person listed in Item 1.

10. **Historic Fort Reno, Inc. agrees to provide the following:**
- A. Certificate of Insurance for third-party liability during Fort Reno Chapel Use for \$50,000 per person, \$100,000 per accident/death and \$10,000 property damage is provided by Historic Fort Reno, Inc.'s General Liability Insurance policy provided the Permittee and their invitees adhere to the terms of the permit as stated below and on the USDA/A.R.S. Revocable Permit.
 - B. Clean the Chapel prior to the designated day of use.
 - C. Provide toilet paper and paper towels in the restrooms.
 - D. Limit general public access to the Chapel during Chapel Use with the exception of the basement being used as a storm shelter during normal hours of operation.
 - E. Professional security required by HFR, Inc. Board action of 12/07, included in Chapel Use and Security Fees.
11. **Chapel Permittee agrees to the following conditions:**
- A. Providing cleanup for the building and surrounding area prior to departure time. Dispose of trash accumulated during Chapel Use in blue dumpster west of parade grounds;
 - B. Gate and Chapel open at 10:00am daily therefore admission prior to 10am must be scheduled a week in advance and will require payment of staffing fee;
 - C. Control parking of vehicles in designated areas;
 - D. No alcoholic beverages of any kind are allowed on federal property;
 - E. No smoking is allowed in any building or within 25ft of a building entrance.
 - F. No person entering or while on property shall carry or possess firearms, explosives or other dangerous or deadly weapons;
 - G. Entry to other buildings other than Chapel and Visitor Center is not permitted;
 - H. Guests need to get permission from the Visitor Center staff to re-arrange contents of Chapel Sanctuary, open windows and doors, or change thermostat. No permanent attachment of items to contents in Chapel Sanctuary is permitted;
 - I. Inform invited participants about the above conditions including prohibition of alcohol, possession of firearms or deadly weapons, and no entry to other buildings.
12. When Revocable Permit Form is signed by the party requesting to use the Chapel, the requested date will be "reserved" pending final approval by USDA/A.R.S.
13. Contact person will receive a copy of the approved Revocable Permit form.
14. Any plumbing or other mechanical problems in the Chapel shall be reported to the Fort Reno Visitor Center Staff at 262-3987.
15. Locating and Giving Directions to Fort Reno Gate: Some GPS/GPI devices and most on-line map sites do not recognize "Fort Reno" or "USDA/ARS" and therefore give incorrect directions to the fort. Basically the fort is about 4 miles WEST of El Reno, on old Route 66 (which is also I-40 Business Rt. through El Reno), OR, ½ mile NORTH of I-40, Exit 119. There are Fort Reno signs on both highways. The GATE is at 35.5369 North Latitude and -98.0310 West Longitude. The gate has 2 large white and green signs, a rock wall, and pine and cedar trees next to it. We recommend that the couple should include the map that came in this information packet with the invitation when mailing them out.
16. Temporary Signs: Temporary signs are not permitted. Permanent directional signs inside the fort property designate the Fort Reno Visitor Center and Chapel areas.

Contact Representative: _____ (sign and date)

Karen Nix, Director
Fort Reno Visitor Center
7107 W. Cheyenne St, El Reno, OK, 73036

Office: 405-262-3987
Fax: 405-262-0133
Email: info@fortreno.org