

Rothko Chapel

Memorial Services

Memorial Services

Thank you for considering the Rothko Chapel for a memorial service. The Rothko Chapel's understated beauty and serene atmosphere make it an ideal space for events commemorating significant life passages. A dedicated Chapel representative will work with you to prepare for the memorial service and coordinate on-site during the service itself.

The process for conducting a memorial service at the Rothko Chapel is as follows:

1. **REVIEW** the *Memorial Service Policies* on page 2 of this application
2. **IDENTIFY** someone to serve as your official on-site coordinator for the day of your service. (Note: It is preferable that this person not be involved in the service itself in order to ensure his or her availability to coordinate with the Rothko Chapel staff as needed).
3. **SUBMIT** the completed Memorial Service Application and Service Details page via email or mail to:
Rothko Chapel
Attention: Visitor Services Manager
1409 Sul Ross Street, Houston, TX 77006
requests@rothkochapel.org
4. **MEET** in person with the Visitor Services Manager to:
 - a. Review the Memorial Service Policies.
 - b. Conduct an on-site walk-through of the Chapel.
 - c. Confirm seating arrangement, set-up requests, and fees.
 - d. Sign the agreement and pay the non-refundable deposit of \$500.

PLEASE NOTE: In order to formally reserve the Chapel for your preferred date, you and your on-site coordinator must meet in person with the Visitor Services Manager and pay the non-refundable deposit. Upon receipt of your Memorial Service Application, the Visitor Services Manager will contact you to schedule the in-person meeting.

5. **PAY** in full the remaining balance one week prior to the service.

We look forward to working with you to create a meaningful service in remembrance of your loved one.

Memorial Service Policies

The Rothko Chapel has developed a set of policies to ensure that all services run smoothly and professionally. Because the Chapel is a sacred art space, home to a series of murals by Mark Rothko, primary consideration is always given to preserving the artwork and sanctity of the Chapel. As the Chapel is a sacred, interfaith space, all services must be conducted with a spirit of reverence and respect in alignment with the Chapel's mission and values, including: compassion, equality, inclusivity, peace, and mutual respect. The Chapel reserves the right to decline private service applications that do not abide by the policies below and/or the values of the Chapel.

Fees

- The base fee for a memorial service is \$1,000.
- A non-refundable deposit of \$500 is required in order to secure the service date.
- Additional fees include:
 - \$150 for use of the sound system, includes sound technician
 - \$160 for security, the need for which is determined based on the size and time of the service
 - \$100 for services with 100 or more guests
 - \$100/hour for use of office annex by service participants prior to the service

Scheduling

- Services may last no more than 60 minutes.
 - Should the ceremony last more than 60 minutes, an additional fee will apply.
- Services must take place between the hours of 10am and 6pm.
- Services may not be scheduled more than 6 months in advance.
- Services may not be scheduled during holidays observed by the administrative offices. Blackout dates include: MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day/weekend following Thanksgiving, Christmas Eve - New Year's Day.
- Ceremonies and receptions are not permitted on the Plaza or grounds.
- An in-person meeting is required to secure a reservation.

Guests and Seating

- A maximum of 150 guests are allowed to attend memorial services.
- All guests, aside from the service participants, must be seated during the service.
- Additional guests will not be allowed to stand inside but will be directed to overflow seating or to the Plaza.
- The Chapel will close to the public 30 minutes before the beginning of the ceremony to allow for guest arrival and seating.
- All guests will receive a card welcoming them to the Rothko Chapel and informing them of the

Chapel's guidelines

- No food or liquids inside, no photography or video, no talking on cell phones, no touching the artwork.

Sound and Music

- Live music is welcome. Musicians may arrive no earlier than 30 minutes before the service.
- A sound technician can be hired to run the Rothko Chapel's sound system to play recorded music and/or use microphones for an additional fee.
- External sound equipment and sound systems may not be used.
- An audio recording can be made of the service with the use of the sound system.

Photography/Videography/Electronic Devices

- Photography and videotaping are not permitted inside the Chapel building but are permitted on the Chapel Plaza and grounds.
- Cell phones and other electronic devices should be silenced.

Flowers and Decoration

- Decorations including candles, large flower arrangements, photographs, artwork, or slides are not permitted inside the Chapel or on the Plaza.
- One framed photograph and/or one small flower arrangement may be placed on the lecturn or on an easel in the Chapel vestibule 30 minutes prior to the service.
 - The flower arrangement may be delivered no more than 1 hour prior to the service.
- Printed programs and/or a guestbook may be placed on the vestibule lecturn or distributed by Chapel volunteers.
- We ask that no caskets or funerary urns be brought into the Chapel or on the grounds.
- Gifts and additional flower arrangements for the family should be directed elsewhere.

Memorial Service Application

Service Date _____ Time _____

◆ In Memory of _____

◆ Arranged by

◆ First & Last Name _____

Relationship to honoree _____

Current Address _____

Phone _____

Email _____

◆ First & Last Name _____

Relationship to honoree _____

Current Address _____

Phone _____

Email _____

◆ Name of the Officiant (if applicable) _____

Religious or spiritual affiliation / name of institution _____

Phone _____ Email _____

◆ Name of Service Coordinator _____

Phone _____ Email _____

Company Name (if applicable) _____

Service Details and Chapel Setup

◆ Number of Guests _____

◆ Bench Arrangement
(see next page for example seating diagrams)

- Theatre Style
(two rows with large aisle down the middle)
- Semi-Circle
(three rows with two aisles)
- Other _____

If you are requesting a specific setup, illustrate in the Rothko Chapel Floorplan below.

◆ Number of Chairs Requested _____
(up to 20 for musicians and guests with limited mobility)

◆ Reserved Seating _____

◆ Service Participants
(if applicable, specify the number)

- Officiant
- _____ Guest Speaker(s)
- _____ Singer(s)
- _____ Musician(s),
Instruments _____

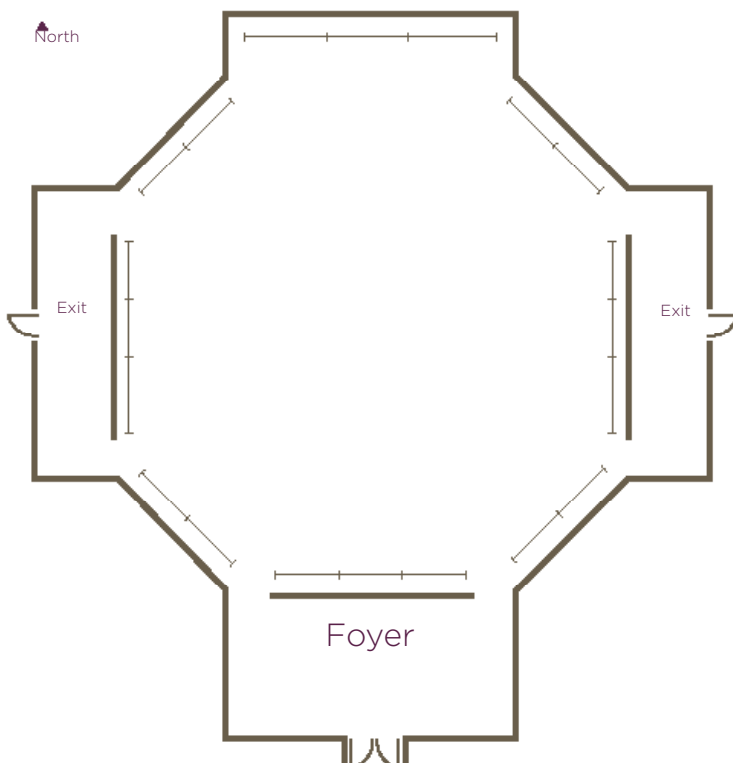
◆ Would you like the use of sound system / sound technician?

- Yes No

If so, check the items that you are requesting

- Recorded Music (CD, Phone, MP3)
- Audio recording
- Podium Mic
- Standing Mic
- Earpiece Mic

The Rothko Chapel Floorplan



Area - Main Room
Approx. 50' in all directions
4' alcove on north side of room
* Each bench seats 4-5 people comfortably

◆ Materials for the Chapel vestibule

- Flower arrangement
Delivery Date / Time _____
- Guestbook
- Programs
- Framed Photograph

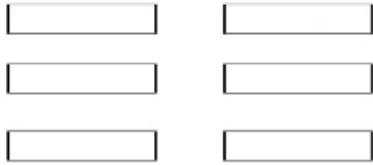
◆ Check the following items that apply

- Office Annex use
Date / Times _____
- Podium
- Music Stands
- Round Table
- Easel (for framed photo in vestibule)
- Candelabra (2 available)

◆ One week prior to the service, please provide an order of service to the Visitor Services Manager.

Seating Arrangement Diagrams

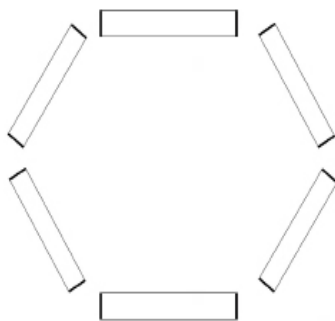
- ◆ Theatre Style
Can seat up to 150



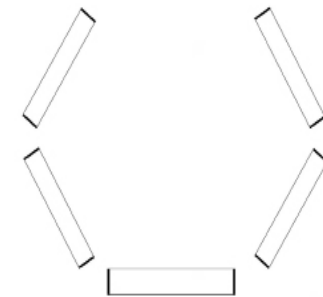
- ◆ Semi-Circle Option 1
Can seat up to 150



- ◆ In the Round
Can seat up to 120

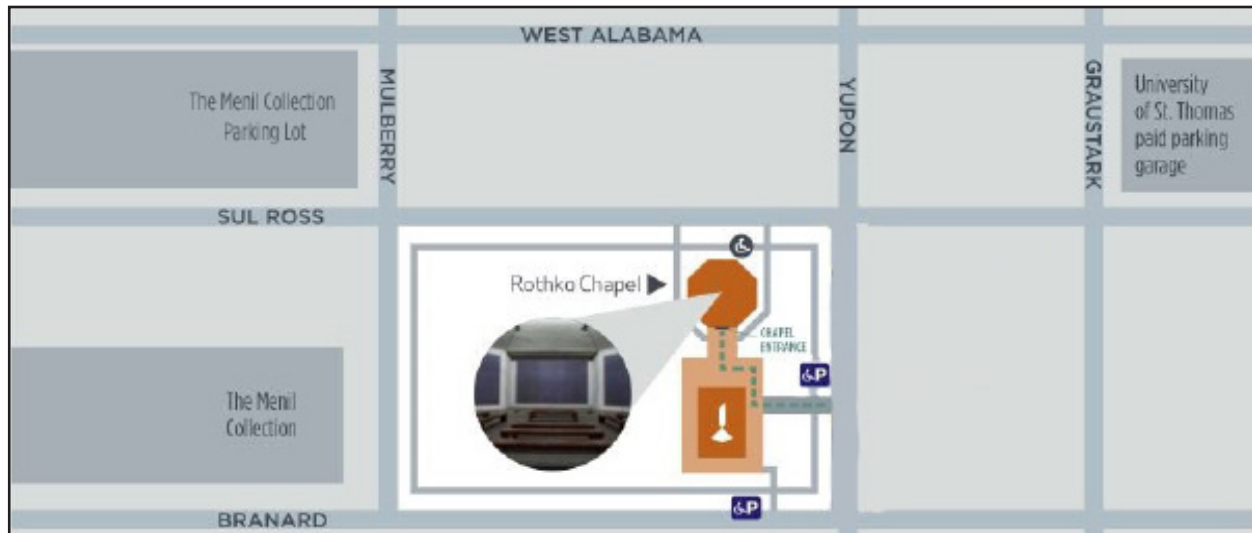


- ◆ Semi-Circle Option 2
Can seat up to 100



Parking Information

Parking is available on Yupon, Branard, and Sul Ross streets around the Chapel. Please pay attention to the parking regulation signs for neighborhood parking regulations. Rothko Chapel guests are also welcome to use the Menil Collection parking lot for free, located at the intersection of West Alabama and Mulberry streets, and the Moran Parking Center at the University of St. Thomas for \$5 per car, located at the intersection of West Alabama and Graustark streets.



The mission of the Rothko Chapel is to create opportunities for spiritual growth and dialogue that illuminate our shared humanity and inspire action leading to a world in which all are treated with dignity and respect.

The Rothko Chapel is fully accessible and open to the public free of charge every day of the year from 10am to 6pm.

The Rothko Chapel is a non-profit 501(c)(3) organization and is solely responsible for its own funding.

Rothko Chapel

1409 Sul Ross Street, Houston, TX 77006 The Chapel is located at 3900 Yupon Street
Tel: 713.524.9839 Fax: 713.524.7461
www.rothkochapel.org