

BIGGERS PARTY RENTAL REQUEST

*Please fill out completely, return with check, and contract to
HPUMC, Attn: Susanne Lankford, 3300 Mockingbird, Dallas, TX 75205*

Today's Date: _____

Applicant's Name: _____ Member of HPUMC: Yes No

Phone: _____ Cell: _____ Email: _____

Date of event: ____/____/____
Month Day Year

Number of Children: _____ Birthday Child's Name: _____ Child's Age _____

Arrival Time for set up: _____ + Estimated Departure Time (after clean up): _____ = Total Hours _____

HPUMC Members: Rental fee is \$75.00 per hour; **Non-Members:** Rental fee is \$100.00 per hour.
Rental time must include set-up (arrival) and clean up time (departure). Two hour minimum required.
Paperwork and payment must be submitted within 2 weeks of event or date/time will be released.

Circle areas of the building to be used:

Basketball Court

Party Room

Play Yard

Classroom

Aerobics Room

- Guests will have access to basketballs, dodgeballs, scooters, and roller skates.
- One adult must be present for every 8 children under 13 years old.
- Party supervisor has the right to ask unruly guests to leave.
- Food and drink are only allowed in the Party Room and the Classroom. Please bring your own tablecloths.
- All cancellations must be made at least 48 hours prior to event date. If you need to cancel this event, e-mail Susanne Lankford at lankfords@hpumc.org. Please note the following cancellation fees:
 - 7 days or less notice: \$75.00 fee; 8-14 days - \$50.00 fee, 15-21 days - \$25.00 fee.
- Highland Park United Methodist Church is not responsible for lost, stolen, or damaged personal items.
- Rental groups shall be financially accountable for any misuse or negligence on the part of the rental group and/or guest.
- All trash must be thrown away in the dumpsters located behind the building.
- In the event of inclement weather, we follow DISD in determining whether to stay open or closed for the day. DISD posts their decision on their website by 6:00 am. You can go to www.dallasisd.org or to most local TV or radio stations to find out. For parties/events on Saturday, if the church closes for all activities on Saturday, we will post this information on our website www.hpumc.org by 10:00 am.

I acknowledge that I have read the above policies and I understand and accept the conditions stated.

Signature _____ Date: _____

FOR OFFICE USE ONLY

Date paperwork received
Check amount \$
Check #

Susanne Lankford, Recreation Coordinator
214.780.1757
lankfords@hpumc.org