

Reserving a Room at HPUMC 2011

Because of all the events scheduled at HPUMC (averaging 16,000+ events a year), we would like to make sure that we have your event/program/meeting scheduled. With Perkins School of Theology sharing our building this year, rooms are at a premium! Many rooms are taken because they were put into the system early. For an "outside group" (meaning not a HPUMC church event) to reserve a room at HPUMC, a HPUMC employee (not member) must agree to "sponsor" the group, to act as a liaison, attend the event and to schedule the room in the database.

To help facilitate the process, this form will help us get all the information in the system in a timely manner. Please let us know as soon as possible when you know about a program/event. We will need at the least a 2 week notice to get it into the system.

The list below will help us with your event:

- What is the name of your event?: _____
- _____
- Contact name: _____
- _____
- phone # _____ email _____

- What date(s) is your event?: _____
Ex: all Sundays in the year; every 3rd Monday for the months of _____

- What time does your event start?: _____
- What time does your event end?: _____
- Should this show on the website and/or screens around the building?
- Will you need to set up your event early? We prefer you add at least 30 minutes for set up time. If so, what time? _____
- Will you need clean-up time after the event? Please allow 30 minutes for tear out. What time will you be out of the room? _____
- What room you would prefer if available?: _____
- How do you want the room setup?: _____

 - Ex: 20 chairs in a circle, 4 long tables set up in a square with chairs around to seat 16.
 - Do you need a white board in the room? _____
- How many people do you expect? Estimate on the higher end: _____
- Do you need food service? (S & S Catering): _____
 - You will need to contact them to let them know what you want for food (214.351.6888) after the event has been put into the system at the church.
- Do you need media services?: _____
 - Ex: TV/VCR, DVD, microphone, projector/screen, lap top for a power point presentation
- Do you need childcare?: _____
 - Average number of children expected: _____
 - Ages of children: _____
 - You will need to contact the Childcare hotline to give them the number of children expected, name of event, time and date 2 weeks before the event (214.523.2201).
- Will you need a parking place reserved for your speaker? _____
- Will you need golf carts to pick up people from the garage parking for a big event? _____
- Who is your HPUMC staff sponsor? _____ (see list below)

Staff Contacts

Academy	Laura Beagles	beaglesl@hpumc.org	214.523.2231
Adult Sunday School	Susan Robb	robbs@hpumc.org	214.523.2210
Biggers Sports & Fitness	Joy Payne	paynej@hpumc.org	214.523.2295
Child Development Program	Carolyn Lewis	lewisc@hpumc.org	214.521.2600
Children	Debra Gray	grayd@hpumc.org	214.523.2226
College	Tova Sido	sidot@hpumc.org	214.523.2239
Communications	Allison Aars	aarsa@hpumc.org	214.523.2256
Connect & Serve	Lauri Lueder	luederl@hpumc.org	214.523.2246
Cornerstone	Dana Howard	howardd@hpumc.org	214.523.2282
Health Ministry	Cheryl Vandiver	vandiverc@hpumc.org	214.523.2209
KidCare Hotline	Staci Patyrak	patyraks@hpumc.org	214.523.2201
Library	Ann Williams	williamsa@hpumc.org	214.523.2273
Membership	Kay Porter	porterk@hpumc.org	214.523.2227
Music & Arts	Bradley Welch	welchb@hpumc.org	214.523.2253
Night OWLS	Melanie Lucido	lucidom@hpumc.org	214.523.2284
Outreach	Jennifer Tankersley	tankersleyj@hpumc.org	214.523.2269
Pastoral Care	Cheryle Robbins	robbinsc@hpumc.org	214.523.2241
Special Events Adults	Richard Stanford	stanfordr@hpumc.org	214.523.2249
Singles	Jeanie Tillman	tillmanj@hpumc.org	214.523.2206
The Community (adults 35 & below) & Small Groups	Elizabeth Moseley	moseleye@hpumc.org	214.523.2299
United Methodist Women	Kay Porter	porterk@hpumc.org	214.523.2227
Violence Intervention/ Prevention	Candice Winslow	winslowc@hpumc.org	214.523.2123
Weddings/Receptions	Kim Hetzel	hetzelk@hpumc.org	214.523.2272
Youth	Tova Sido	sidot@hpumc.org	214.523.2239

Signage for events:

Sometimes we need extra signs put up when a class has been moved at the last minute to a different room or to notify others that a certain class is taking place.

- These signs may be placed for only one day and then will need to be taken down.
- Whether is it about the class or directional, extra signs for the hallways should be on plain white paper either typed or written neatly in black and can be slid into the bottom of the metal plaques located throughout the hallways.
- If the sign will not stay in the bottom of the plaque, please use only blue painters tape to tape it to the wall. The blue tape will not harm the paint on the walls.

Reserving the HPUMC Minibus or Van

- The minibus or van cannot be driven further than 50 miles away.
- The minibus and the van require only a licensed driver, no commercial license necessary. Driver must be a church member.
- Alison Hamilton at the information desk ([214-523-2200](tel:214-523-2200)) handles reservations for minibus and vans so make reservations with her and arrange to pick up the keys from her. You also get a book where you log the mileage.
- When finished, put the key back in the book and lock up the vehicle with the book and key inside, and leave it over at the Biggers Building where you picked it up. The cost is not charged, but the group might consider a donation to cover the cost of gas.
- The bus can't be kept out overnight.
- Please be aware that it is easier to drive the vans than the minibus, as the minibus is wider and has big rearview mirrors that stick pretty far out; conversely, the minibus is walk on, and doesn't involve climbing in as the vans do.
- Insurance is in the vehicle, and in case of mechanical problems or an accident, you should call Gary Morris on his cell phone at [214-693-6620](tel:214-693-6620).