



Reservation Process:

Please read this document carefully and follow the directions below. Contact [Leslie Watson](#) if you have any questions.

- 1. READ & DIGITALLY SIGN THIS RENTAL AGREEMENT**
- 2. SUBMIT PAYMENT IN FULL TO HPUMC**

Event Details:

Reserved Location/Space	
Date/Time/Duration	
Purpose	
Expected number of Participants	
Children/Vulnerable Adults	
Additional Notes	
Rental Fee	

Document Contents:

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General Information:

All outside groups using space at HPUMC or at the Tolleson Family Activity Center (the “HPUMC campus”) must have the responsible party sign this agreement. The signed agreement will cover any events the same group may hold on the HPUMC campus during the *calendar* year, if they are booked at the time the agreement is signed. The building hours are Monday–Thursday 8:30 am–5 pm and Friday 8:30 am–Noon. Any event occurring outside of these hours is considered “after-hours” and will be charged for security and other staff as needed.

Speakers/Presentations:

If you are having an outside speaker/presenter at your event, you must provide all speaker-related information requested on the online Event Request Form. ***All speakers must be approved at least two weeks in advance.*** HPUMC reserves the right to decline any speaker who does not meet the approval of the panel appointed to review non-ministry presentations. This panel is tasked with ensuring that any non-ministry event honors the mission and membership of HPUMC and that any speakers/presenters/programs reflect the integrity and values of the church, and not, in any way, represent or communicate views that conflict with those values.

WE DO NOT PERMIT NON-HPUMC CLERGY TO SPEAK AT ANY ON SITE EVENT WITHOUT THE APPROVAL OF SENIOR CLERGY ON OUR STAFF. PLEASE IDENTIFY ALL SPEAKERS BY NAME, TITLE AND AFFILIATION.

Events with Under 18s in attendance:

Events involving children/youth under 18 years old require a background check and Ministry Safe certification to be completed by all adults who are supervising more than their own child. These are both valid for two years from the date of completion. Specifics will be on the online Event Request Form.

Standards of Conduct/Facility Rules:

All event attendees should conduct themselves in a manner that is respectful of the church, the staff, and the members who support the church. Behavior not in keeping with this standard will result in the group being denied all future access. Examples of non-respectful behavior include, but are not limited to, damage to property, excessive cleanup needed after use of a space, loud or disturbing behavior that impacts other events taking place.

Items not allowed in any of the campus spaces include: alcohol, fog machine, bubbles (inside), items stuck to walls or hung from the ceiling, candles, flammable items (propane, gasoline, lighters, etc.), or any other activity that could damage the floors or walls. We do not allow bounce houses in the gym or on the premises.

Fees, Cancellations and Services:

Revised 2/1/2026

Lead Time: Events must be booked at least two weeks in advance. Charges for staff time may apply if the event is during non-business hours. See the Rental Rate sheet at the end of this document.

Cancellation: Please notify the [Sr. Dir. of Guest Experience](#) at 214-523-2122 of any change or cancellation as soon as possible. A small fee, based on the length of time the room is blocked from other reservations, may be charged. This fee will be calculated based on 10% of the expected [rental fees](#).

Service Information:

Audio / Visual / Technical:

- Two weeks advance notice is required for any technical service. This allows time for staff to be scheduled.
- For church events held on Monday through Thursday, during the normal business hours, there is no charge for A/V services **IF** the event organizer arranges a brief training session in advance of the event. The technical services team can be reached to arrange a pre-event training session at [Technical Services](#). If arranged in advance, this can be done 15-30 minutes before your event.
- Services such as screens, music, and televisions are available for an additional fee.
- Do not move equipment on your own! The receptionist can radio a staff member.
- Please feel free to email the Director of Production or call 214-523-2126 for more information.

Catering:

You are allowed to have outside caterers for your event. All arrangements and billing are between you/your organization and the caterer, but HPUMC does need to know if the event involves food service.

HPUMC uses Preston Hollow Catering regularly because they are located onsite. While you do not have to use them, they are very familiar with our spaces. If your group will use Preston Hollow Catering, note that on the form and then get in touch with them directly at [Preston Hollow Catering](#).

Parking:

- Parking can be challenging, so ***be sure to prepare your guests in advance*** by downloading and sharing the map included on the online form. If your event will have more than 50 attendees, we may have to make special arrangements with SMU, or obtain parking passes from them. Parking needs can be noted on the online form.
- All church members, guests, and event attendees can park in our surface lot and the Meadows garage. Meadows garage guests will enter only via the left entry on the South side of the garage. Note that the HPUMC/SMU parking is strictly enforced and HPUMC is not responsible for attendee parking tickets. Tolleson event guests should park in the Tolleson garage.

- If you are interested in contracting with a valet service, we have four approved providers:
 - **Jack Boles Valet Service** - 214-880-4452
 - **PCA Valet services** - 469-951-6744
 - **Gold Crown Valet** - 972-470-0000, Cell 972-375-6631
 - **Elite Valet Services** - 972-247-7073 - Cell 972-898-0213

- While the contract is between you/your organization and the valet service, please note the use of a valet on the Event Request Form, so our Building Services and Security teams are aware a valet will be present.

Loss and Hold Harmless:

Highland Park United Methodist Church is not responsible for lost, stolen, or damaged personal items.

Rental vendors are responsible and financially accountable for any misuse or negligence on the part of the rental group and/or guest(s), resulting in damage to property or injury to person(s).

The signer is responsible and financially accountable for any misuse or negligence on the part of the guest(s), resulting in damage to property or injury to person(s). The signer agrees that they and their respective heirs, assigns, administrators, personal representatives, and next of kin, hereby release and hold harmless, Highland Park United Methodist Church, employees, and volunteer staff from and against any claims, injuries, liabilities, or damages arising out of or related to the use of the HPUMC campus space(s) for the signer's event.

Please acknowledge that you have read this and that you have the authority granted by your group or organization to agree to the above stipulations, as well as the fees as noted in Rental Rate Sheets, by signing and dating this form:

Guest Information:

Organization Name:

Address:

Contact:

Phone:

Email:

Signature

Printed Name

Organization

Date

Signature

Printed Name

HPUMC Representative

Date

Special Provisions: