



Suncreek United Methodist Church
1517 W. McDermott Dr. Allen, TX 75013
Phone 972-390-1695 - Fax 972-396-1658

FACILITIES REQUEST FORM

Name/Group (User): _____
Contact Person _____ Contact Number: _____
E-mail _____

Description of Event _____ Date of Event _____
Number of Attendees _____ Time: Begins _____ am/pm Ends _____ am/pm
Special Equipment & Arrangements: _____ Sound System: Yes _____ No _____
Room Requested _____ Room Assigned/Approved _____
For recurring events, indicate frequency, (e.g., 2nd Tuesday of each month) _____
Is set-up of room required? If yes, attach diagram of set-up. (Custodial fee may apply) _____
Is access to the room needed prior to the event? No _____ Yes _____ If yes, when? _____

Are you a member of SUMC? Yes _____ No _____

Do you have a building access code? Yes _____ No _____

User agrees to pay Suncreek United Methodist Church (SUMC) pursuant to the fee schedule attached to this Facility Request Form if User's request is approved by SUMC. User acknowledges that it has received and reviewed a copy of **SUMC's current Facilities Policy** and agrees that it shall be bound to all terms and provisions of such Facilities Policy. In particular, user agrees that it shall be responsible for all costs and expenses relating to any damage to the property (including, without limitation, costs and expenses relating to the cleaning of the property or any facility located thereon), equipment, or furnishings of SUMC from the use of the facilities by User.

INDEMNIFICATION OF SUMC. User shall indemnify SUMC and its officers, agents, employees, and attorneys from, and hold each of these harmless against, any and all losses, liabilities, claims, damages, penalties, judgments, disbursements, costs, and expenses (including attorney's fees) to which any of them may become subject which directly or indirectly arise from or relate to the use or proposed use of the property. Without limiting any provision herein, it is the express intention of the parties hereto that each person to be indemnified under this section shall be indemnified from and held harmless against any and all losses, liabilities, claims, damages, penalties, judgments, costs, and expenses (including attorney's fees) arising out of or resulting from the sole or contributory negligence of such person.

Priority shall be to SUMC events.

Signature _____ Date _____
(Please notify SUMC office if an event date is canceled. 972-390-1695)

For office use only
Received by SUMC _____ Date _____
Approval/Disapproval _____ Date _____
Fee/Deposit/Collected by _____ Amount \$ _____ Date _____
Access Code Provided To _____ Date _____ Returned _____ Date _____

Approval is subject to review by the Board of Trustees and subject to cancellation should an emergency need by SUMC arise.

Fee Schedule:

For weddings, please refer to the Wedding Policy (Appendix C to the Facilities Policy).

	Member (up to 4 hrs.)	Member (each additional hr.)	Non-Member (up to 4 hrs.)	Non-Member (each additional hr.)
Building A/Palmer Hall				
Palmer Hall*	\$250	\$75	\$500	\$125
Classrooms*	\$50	\$15	\$100	\$25
Gathering Space/Patio	\$125	\$30/Hour	\$250	\$60/Hour
Kitchen	\$50	\$15	\$100	\$25
Building B				
Sanctuary	\$250	\$60	\$500	\$125
Classrooms*	\$50	\$15	\$100	\$25
Building C				
Round Room*	\$125	\$30	\$250	\$60
Classrooms*	\$50	\$15	\$100	\$25
Stryker Park	\$50/Hour		\$ 60/Hour	

*Tables and chairs included in the usage fee.

DEPOSIT: Facility Usage Fee is due one week prior to the event date. Checks can be made payable to Suncreek UMC or you may pay online using the link: <https://onrealm.org/suncreekumc/-/form/give>
Please choose “Facility Rental Fee” from the drop down menu.

EVENT COORDINATOR FEE: A fee of \$25/hour will be added to the above fees for events for nonmembers.

CUSTODIAL FEE: An additional Custodial Fee of \$100.00 may be assessed in addition to the above fees for events serving food/beverage.

KITCHEN MANAGER FEE: An additional Kitchen Manager fee of \$25/hour is required in addition to the above fees for events needing use of the kitchen.

DAMAGE DEPOSIT & FEES: A refundable damage deposit of \$250 and facility use fee is due no later than two weeks prior to the event. In the event the User requests use of the facility less than two weeks prior to the event, the refundable damage deposit is due one calendar day after SUMC provides notice of approval of the request.

SOUND TECHNICIAN & SETUP FEE: Depending on needs for audio, instruments, and music - \$100.00 per hour with a 1 hour minimum.

Palmer Hall – 30 – 60” round tables (seat maximum of 10 black chairs at each table)
20 – 6” rectangular tables
Black Chairs (300 chairs)
Stage
Small podium

