

Policies and Guidelines for use of Springhill Facilities by Guest Groups

3991 East Renner Rd Richardson, TX 75082

469-668-7737

PURPOSE

Springhill Retreat Center is a non-denominational recreation and meeting facility located on a 50-acre wooded setting in Richardson, Texas. It is available for year-round use for:

- Faith based activities
- Civic/Youth activities
- Educational activities
- Support Groups (i.e. grief support)
- Non-Profits
- Business (limited)

FACILITIES

Located just minutes off Central Expressway and President George Bush Turnpike, Springhill is easy to find, yet it is a quiet haven from the surrounding hustle and bustle of everyday life.

Springhill Retreat Center offers two main facilities for gatherings, The Conference Center and The Lodge, as well as a Chapel for worship, all of which are air-conditioned and heated.

- The Conference Center: The Mary Alice Wilcox Adult Conference Center provides the perfect setting for meetings, retreats, and conferences. The Center's meeting room accommodates up to 60 people with an adjacent serving kitchen and scenic views of the property's many ponds. A TV is available for your group's use. The Convention Center boasts 12 hotel-type rooms, each with its own private bath. Two of the rooms are wheelchair accessible. (No children are allowed in the Conference Center Hotel Rooms)
- The Lodge: The James M. Wilcox Jr. Lodge is a popular, overnight facility that has provided years of enjoyment for groups of all kinds, it features a bunk capacity for 8 people, and a loft with plenty of room for numerous sleeping bags. The main hall, a rustic 30 foot by 50 foot, open-beamed facility, includes an oversized woodburning fireplace and a piano for musical enjoyment. The Lodge features restrooms, each with double showers, a warming kitchen and informal seating for 30-40 people. Indoor use of the Lodge is 40 people. Picnics are limited to 60 people, although an exception may be granted by the Board.
- The Chapel: The James M. Wilcox III Memorial Chapel sits just North of the Lodge and is the perfect setting for intimate worship services. The Chapel seats up to 60 people, but additional informal seating can be added by opening the large side doors. There is no charge for the use of the Chapel. Use of the Chapel will be based on a first come- first served basis. If two groups need to reserve the Chapel for the same time or day, we will put you in touch

with each other to work out a schedule. If no other reservations have been made, then there will be no time limit on the use of the Chapel.

Facilities Fees

Conference Center Meeting Room:

The Mary Alice Wilcox Adult Conference Center meeting Room is limited to 60 people.

Fees for Daytime use of Conference Center Meeting Room ONLY:

Day of the Week	0-6 hours	7-9 hours	10-14 hours
Monday - Thursday	\$250.00	\$280.00	\$330.00
Friday- Sunday	\$380.00	\$410.00	\$460.00

Conference Center Hotel Rooms are for Adults ONLY:

The Mary Alice Wilcox Adult Conference Center has 12 rooms and is limited to 24 guests.

Rooms will accommodate two guests per room:

ROOM RATES:

Monday-Thursday	\$90.00 per night
Friday- Sunday	\$100.00 per night

Special Rate for use of Conference Center Meeting Room (with rental of 5 Rooms Minimum)

\$85.00 per day

The Lodge: The James M. Wilcox Jr. Lodge provides daytime as well as overnight accommodation for up to 40 people.

Day of the Week	0-6 hours	7-9-hours	10-12 hours	13-24 hours (Overnight use)
Monday- Thursday	\$250.00	\$280.00	\$310.00	\$440.00
Friday-Sunday	\$380.00	\$410.00	\$440.00	\$530.00

Set up and take down time must be included in the hours you're requesting. Any additional time you require before your scheduled arrival time or after your scheduled departure time will be billed at the rate of \$30.00 per hour with a maximum of one hour. If we keep this increase charge to \$150.00.

Registration Requirements for Conference Center or Lodge

Steps to Complete a Reservation

1. Check the calendar for availability and confirm with the registrar.
2. Application Form – Can be obtained from our Registrar, Betsy Colter at registrar@springhillretreat.org or 469-668-7737
3. Deposits required: Deposits are due for each building reserved

Deposit – Daytime reservations:

A \$150.00 deposit is required at the time the application is submitted.

Deposit - Overnight reservations:

A \$250.00 deposit is required at the time the application is submitted.

Deposits are nonrefundable for any reason including cancelation by applicant. The deposit amount will be applied to the total fee providing no damages are incurred. In case of damage to the property or its facilities the deposit will first be applied to the cost of the damage.

4. Insurance: A valid Certificate of Liability Insurance naming Springhill Retreat Center as an Additional Insured (loss payee) with respect to your group's event is required at the time the application is submitted. The Certificate must be for a minimum of \$500,000.00. Your agent may email the certificate to Betsy Colter at registrar@springhillretreat.org or by mail to Preston Hollow Presbyterian Church, Attn: Michael Martinez 9800 Preston Road, Dallas, Texas 75230. Please remember that proof of Insurance must be received at the time of submitting the application.

5. Balance of Charges:

Payment of all balances is due 30 days prior to the reserved date. If payment is not received by the deadline, the reservation will be canceled, and the deposit forfeited.

Any pre-paid balances and deposits will be forfeited if cancellations are submitted less than 31 days prior to the reservation date.

6. Types of Payment: Mastercard or Visa accepted.

Checks payable to Springhill Retreat Center and mailed to:

PHPC

Attn: Michael Martinez

9800 Preston Rd.

Dallas, TX 75230

You will be notified of the approval or denial of your request for a reservation ASAP.

- Applications for all events should be made no less than 30 days in advance and no greater than 11 months before the requested date.
- The Springhill Retreat has no obligation to remind a guest group that its application is incomplete.
- Questions related to the decisions of an application should be directed to Betsy Colter, Registrar.
- Once your application is complete and approved it will be recorded on the Springhill Retreat Center calendar.

Facility Use/Rules for Guest Groups

Please read and follow the rules below for your safety. If any alcohol or multiple violations are reported, Guest group will be put on probation. Any subsequent violations will result in a permanent ban from Springhill.

Upon arrival guests must check in with the Resident Manager (Tye Heath 469-690-6236), either in person or by phone.

- **NO ALCHOLIC BEVERAGES OF ANY KIND** are to be brought to or consumed on the premises. If alcoholic beverages are found, they must be removed from Springhill's premises or confiscated by the Resident Manager for return after the reservation is completed.
- **NO PETS ARE ALLOWED ANYWHERE ON THE PROPERTY.**
- **NO SMOKING OR VAPING IS ALLOWED ANYWHERE ON THE PROPERTY.**
- Leave the retreat center as clean as you find it. Treat all buildings and grounds with respect.
- Tie each plastic trash bag securely and place in the designated TRASH BOX. Make sure all trash is removed from the buildings upon your departure. Replacement trash bags are provided. This will help us provide a pest-free environment for everyone.
- Please provide your own paper plates, cups, utensils, etc. as well as paper towels, etc. Springhill does not furnish cooking or serving dishes.
- Linens and towels are furnished for the rooms in the Conference Center; however, no personal items such as shampoo, hairdryers, etc. are provided.
- Upon leaving, PLEASE follow the instructions posted on the thermostats.
- The fire code limits indoor use of the Conference Center to 60 people. Overnight visits are limited to 24 adults. (NO CHILDREN ARE ALLOWED IN ANY OF THE HOTEL ROOMS).
- The fire code limits indoor use of the Lodge to 40 people. If used by youth group One (1) adult is required for every ten (10) youths.
- Please report any condition that requires attention or repair to Tye Heath at the above number.

Please enjoy Springhill - Your Oasis in the Metroplex.