

Effective Date: _____

Approval: _____



Hedrick House FACILITY GUIDELINES

GENERAL INFORMATION:

The Parks & Leisure Services (PALS) Department is responsible for coordinating the activities of this facility.

RESERVATIONS:

Reservation Methods: Reservations may be made on a first-come first-serve basis by a Lewisville resident in-person at the PALS main office (1197 West Main Street) or by telephone (972-219-3550).

Advance Reservations: Reservations may be made one (1) calendar year in advance.

Standing Reservations: Standing reservations are not allowed at this facility.

DEPOSIT:

Deposit: As stated in the fee ordinance, Sec. 2.201

Deposit Due: Initial deposit is due no later than two (2) weeks from the date the reservation originates. Any outstanding deposits for this facility will be due no later than four (4) weeks prior to the rental date.

Refund of Deposit: Deposits will be refunded to the responsible party based on a determination that all facets of the rental agreement are satisfied.

VIOLATIONS RESULTING IN LOSS FROM DEPOSIT:

1. Failure of the responsible party to attend the entire activity will result in forfeiture of deposit.
2. Damage to facility, grounds and/or furnishings - Costs to repair damage caused by the renter will be deducted from the deposit. The renter will be responsible for damages which exceed the deposit.
3. Use of facility during non-paid times - Any group found in violation of using the facility during non-paid times will lose a portion of the deposit (amount specified in the fee ordinance, Sec. 2.201).
4. Failure to pick up keys at designated times will result in the loss of a portion of the deposit (amount specified in the fee ordinance, Sec. 2.201).
5. Failure to return keys by required time - Key return deadline will be assigned to party receiving keys. A late fee, as specified in the fee ordinance, Sec. 2.201, will be deducted from the deposit per day.
6. Failure to leave facility in same condition as start of rental period - Failure to return tables and chairs to proper storage will result in a reduction from the deposit amount.

7. Failure to comply with the facility-specific guidelines, all park rules and City of Lewisville Ordinances could result in the forfeiture of any and all of the deposit.
8. Any activation of the alarm system for non-emergencies will result in an administrative fee being deducted from the deposit (amount of which is specified in the fee ordinance).

RENTAL/USE FEES:

- Per Hour Rental Rate:** See fees in the fee ordinance, Sec. 2.201
- Minimum Rental Hours:** 4-hour minimum rental (hours booked must include time for set-up and clean-up)
- Rental Fees Due By:** All rental fees for this facility are due no later than 30 days prior to the event. Any payments made the week of the event require approval and shall be paid by cash or credit card (MC-Visa) only.

CANCELLATIONS:

1. If the reservation is cancelled more than 30 days prior to the event, a cancellation fee (as stated in ordinance Sec. 2.201) will be retained. All other collected funds will be refunded.
2. If cancelled less than 30 days prior to the event, but greater than two (2) weeks in advance, the minimum hourly rental fees will be retained.
3. If cancellation occurs less than 14 days in advance of the rental date, all rental fees are forfeited.

ALCOHOL RELATED REGULATIONS:

1. **Alcohol consumption permitted at this facility?** Yes
2. **City permit required to consume alcohol at this facility?** No
3. **Alcohol sales permitted at this facility?** No
4. **Facility-Specific Policy:** If alcohol is to be served, then the responsible party must be at least 21 years of age. Beer, wine and champagne are the only alcoholic beverages permitted at this facility. Consumption of alcohol outdoors is confined to the West Patio.

FACILITY-SPECIFIC GUIDELINES:

1. Keys will be made available one (1) day prior to holidays and on Fridays for weekend rentals. Keys are available at the PALS administrative office during regular office hours.
2. The Hedrick House will be scheduled for no more than one rental per day.
3. Acknowledgement of receipt of facility operational guidelines – If the facility is rented via telephone or in-person, the renter will be required to sign the operational guidelines for this facility.
4. Responsible party shall be required to attend the entire activity.
5. Maximum capacity of facility – 125 persons.
6. No pets or livestock will be allowed in the facility or on the grounds.
7. Fire-related prohibitions – Fireworks and sparklers are prohibited by city ordinance. Any other incendiary devices (candles, matches, outdoor torches, etc.) must be approved by the PALS department before being taken into or used at this facility.
8. Amplified music will not be allowed after 10:00 p.m.
9. Attachment of items to walls/ceilings etc - Prior approval **MUST** be obtained to attach decorations to the ceilings or walls. The renting party **WILL NOT** be permitted to nail, staple, tack, screw or use other forms of physical attachment that might damage the surface of the facility.
10. Food and drink may be brought in or catered. No cooking in the kitchen. The refrigerator may be used to keep food or drinks chilled. The oven and range may be used to keep food or drink warm.
11. Facility should be left in same condition as at start of rental period. All tables and chairs must be stored properly at conclusion of activity.
12. Any requests for exceptions to these guidelines must be submitted in writing and reviewed by the Department staff and may be referred to the City Council.

HOURS OF OPERATION/AVAILABILITY:

Monday - Thursday: 9:00 a.m. – 11:00 p.m.
Friday and Saturday: 9:00 a.m. - Midnight
Saturday, Holidays: 9:00 a.m. – Midnight
Sunday: 9:00 a.m. – 11:00 p.m.

These hours must include set-up and clean-up time.

FEES:

1. The City of Lewisville fee ordinance contains all fees related to the Hedrick House.
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For more information call 972-219-3550 or visit our website at www.cityoflewisville.com.