

**Effective Date:** 08/16/10

**Approval:** \_\_\_\_\_



## City Hall 3rd Floor Reception Area FACILITY GUIDELINES

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### **GENERAL INFORMATION:**

The City Secretary's Office is responsible for coordinating the activities of this area. The area may be booked for a single meeting or a one-time multiple day use, i.e. 3-day seminar. Activities are limited to one per date.

### **RESERVATIONS:**

- Reservation Methods:** Reservations may be made in-person or by telephone (972-219-3404).
- Advance Reservations:** Reservations may be made no more than two (2) months in advance of the event. Each reservation must be completed before making additional reservations.
- Standing Reservations:** Standing reservations are not accepted at this facility.

### **DEPOSIT:**

- Deposit:** A Room Reservation Request Form must be completed and the deposit (returned if no damage is done and all areas have been cleaned) paid within two (2) working days of making the reservation by the responsible adult (21 and over). Deposit amount is stated in the fee ordinance, Sec. 2.201.
- 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 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. Failure to leave facility in same condition as start of rental.
4. Failure to comply with the facility-specific guidelines and City of Lewisville Ordinances could result in the forfeiture of any and all of the deposit.

### **RENTAL/USE FEES:**

- Per Hour Rental Rate:** See fees in the fee ordinance, Sec. 2.201.
- Minimum Rental Hours:** 2 hours minimum reservation
- Other Rental/Use Fees:** Individuals renting facilities "after hours" of controlling department hours of operation are required to pay a fee for staff supervision of the facility during the event. Such fees are designated in the Fee Ordinance.

**Rental Fees Due By:** The rental fee (with a two-hour minimum) must be received no later than seven (7) days prior to the event or the reservation and security deposit will be forfeited. If the reservation is made fewer than seven (7) days prior to the activity, all fees will be due at time of reservation.

**CANCELLATIONS:**

1. More than thirty (30) days prior to reservation - Deposit refunded in whole – Renters may cancel their reservation more than thirty (30) days prior to the rental date to receive a full refund of their deposit.
2. Less than thirty (30) days prior to reservation – Half of deposit refunded – Renters canceling their reservations less than thirty (30) days prior to the rental date will be refunded half of their deposit amount.
3. Less than one (1) week prior to reservation – No refund of deposit – Renters canceling their reservations less than one (1) week prior to the rental date will forfeit their entire deposit amount.

**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:** Alcohol may be served (but not sold) by the renter. 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.

**FACILITY-SPECIFIC GUIDELINES:**

1. A staff member must be present to open and close the facility.
2. The person making the reservation should be present at the time of the scheduled activity, and will be personally liable for any and all damages that should occur.
3. No physical changes to the Reception Floor are allowed. No additional furniture or equipment other than that provided by the City shall be utilized without prior City Manager Office approval. A list of non-City or additional equipment to be used shall be submitted for consideration at the time the reservation is made. Exhibits and items on display may not be disturbed. Nothing shall be attached to the walls or railings.
4. Adult supervision must be provided for any activities or events involving children/young adults under the age of 18.
5. No individual shall be permitted in the staff office areas of the City Hall after business hours.

**HOURS OF OPERATION/AVAILABILITY:**

Monday - Friday 8:00 a.m. to 5:00 p.m. (Not available on city holidays)  
For rental periods outside of these times, contact the City Secretary's Office.

**FEES:**

1. The City of Lewisville fee ordinance contains all fees related to the City Hall 3<sup>rd</sup> Floor Reception Area.

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For more information call 972-219-3404 or visit our website at [www.cityoflewisville.com](http://www.cityoflewisville.com).