

Effective Date: _____

Approval: _____



Senior Activity Center FACILITY GUIDELINES

GENERAL INFORMATION:

All activities will be scheduled and arranged through the Parks and Leisure Services Office (PALS) on a first-come, first-serve basis.

RESERVATIONS:

Reservation Methods: Reservations may be made by a Lewisville resident in-person or by telephone through the PALS Office (972-219-3550). All rentals must be completed in full before further reservations are accepted.

Advance Reservations: Reservations may not be made more than two months in advance of the corresponding date.

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

DEPOSIT:

Deposit: Meeting room deposit – as listed in the fee ordinance, Sec. 2.201
Classroom deposit – as listed 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 to leave facility in same condition as start of rental period. Deductions will be made for failure to clean properly. Failure to return tables and chairs to the proper places will result in a reduction from the deposit (amount specified in the fee ordinance, Sec. 2.201) and appropriate staff charges.
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. Parks and Leisure Services staff will inspect the facility and grounds after each use to determine if security deposit should be returned.
4. 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.

RENTAL/USE FEES:

Per Hour Rental Rate: Meeting room rental fees - per hour charge as listed in the fee ordinance, Sec. 2.201
Classroom rental fees - per hour charge as listed in the fee ordinance, Sec. 2.201

Minimum Rental Hours: Meeting room rental fees - (2-hour minimum)

Classroom rental fees - (2-hour minimum)

Other Rental/Use Fees:

City agencies and co-sponsored programs will be required to pay staffing fees to provide for after-hour, onsite supervision at the Senior Center. Individual members of those organizations will be charged the regular room rental fee if the activity is not for the entire organization.

CANCELLATIONS:

1. If the reservation is cancelled more than fourteen (14) 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 fourteen (14) days prior to the event, all rental fees will be retained.

ALCOHOL RELATED REGULATIONS:

1. Alcohol consumption permitted at this facility? No
2. City permit required to consume alcohol at this facility? No
3. Alcohol sales permitted at this facility? No
4. Facility-Specific Policy: N/A

FACILITY-SPECIFIC GUIDELINES:

1. Maximum capacity recommended for the meeting room is 165 and 25 for the classroom.
2. Pets will not be allowed in the facility.
3. A staff member will be present to open and close the facility, and supervise and assist with the activity. The renting party will be responsible to pay for any staffing costs when the Center is not open to the general public during posted hours of operation. These fees will be charged at the current rate found in the fee ordinance, including benefits, and will be due when rental fees are paid. Staffing fees are not included in the hourly rate.
4. It is the responsibility of the renter to properly clean the facility immediately after it is used. All litter should be bagged and placed in the refuse dumpster provided. Renting party will be responsible for providing trash bags to be used during cleanup. Floors shall be dustmopped and all spillage, whether it be on countertops or floors, shall be wiped or mopped. Mops, dustmops, dustpans, and brooms will be available for the rental group's use.
5. Any requests to use equipment intended for Senior programming must be submitted in writing at least one week prior to the scheduled event.
6. No equipment may be removed from the facility.
7. Food and drink may be brought in or catered.
8. The following areas will not be available to rent at any time and will be off limits for guests: office, library, game room, kitchen, and medical room.
9. During Center daily hours, the classroom and meeting hall can be rented.
10. After Senior Center daily hours, the meeting hall is available.
11. The ice machine in the kitchen is not available for rental groups. Renters must provide their own ice, if needed.

HOURS OF OPERATION/AVAILABILITY:

Hours available for rental (Exception: City of Lewisville holiday) shall be from 9 a.m. until 10 p.m. Rental times must include all time necessary for set up and clean up, as well as the actual function.

FEES:

1. The City of Lewisville fee ordinance contains all fees related to the Senior Activity Center.

For more information call 972-219-3550 or visit our website at www.cityoflewisville.com.