

Effective Date: _____

Approval: _____



Community Room - Municipal Annex

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). The Community Room may be reserved for a single meeting or a one-time multiple day use, i.e. three-day seminar.

Advance Reservations: Residents may make one reservation up to two months (to the day) in advance. Each reservation must be completed before making additional reservations.

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

DEPOSIT:

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

Deposit Due: The Room Reservation Request Form must be completed and the deposit paid by a responsible Lewisville resident (18 and over) within two (2) working days of making the reservation.

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. 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: See fees in the fee ordinance, Sec. 2.201

Minimum Rental Hours: 2-hour minimum rental (hours booked must include time for set-up and cleanup)

Rental Fees Due By: The rental fee must be received no later than fourteen (14) days prior to the event or the event will be cancelled and the minimum hourly fee will be forfeited. If the reservation is made less than fourteen (14) days prior to the activity, all fees will be due at the time of reservation. Any payments made the week of the event require approval and shall be paid by cash or credit card (MC-Visa) only.

CANCELLATIONS:

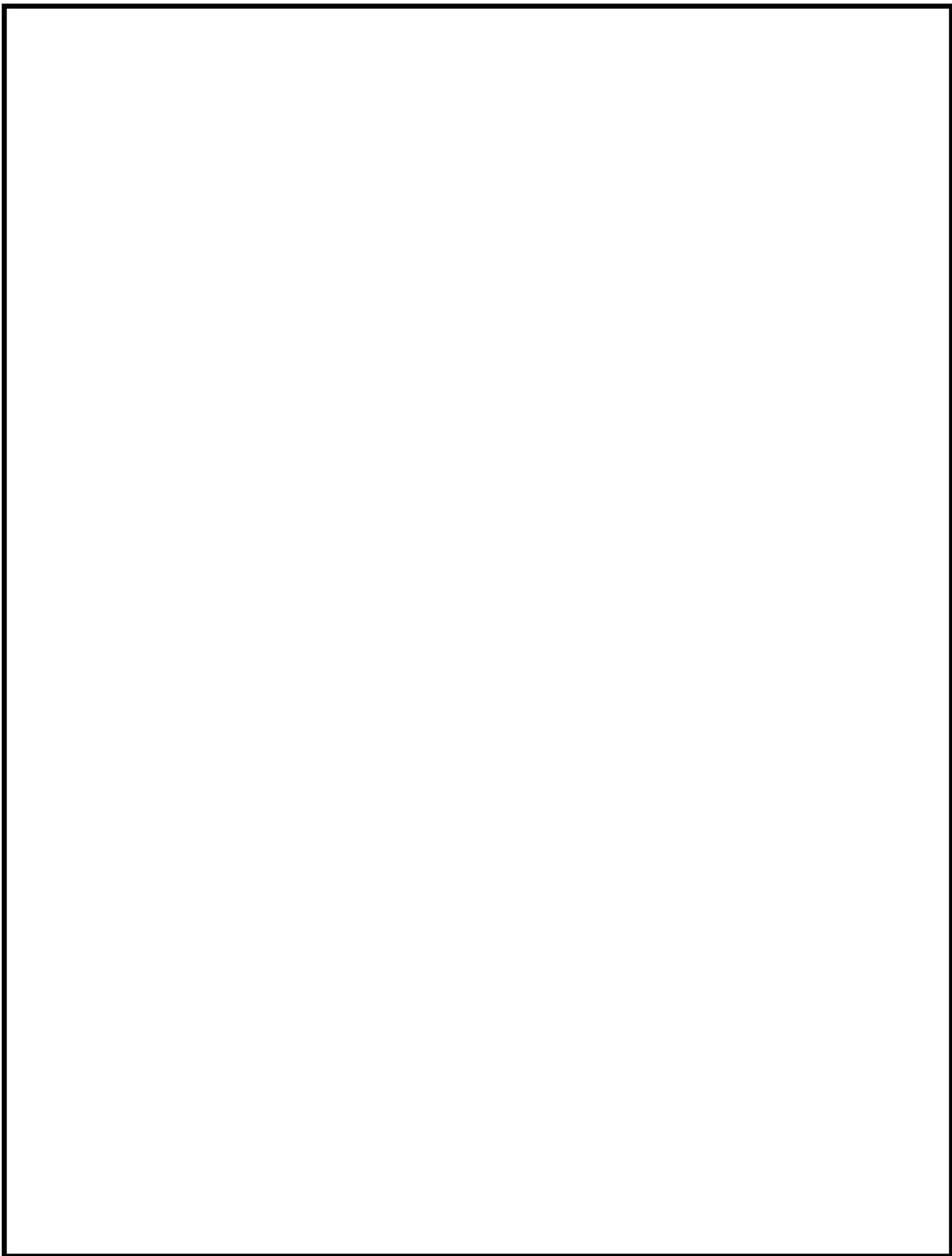
1. If the reservation is cancelled more than fourteen (14) days prior to the event, a cancellation fee (as stated in ordinance Sec. 2.201) will be retained. All other collected funds will be refunded.
2. If cancelled less than fourteen (14) days prior to the event, the minimum rental fee will be retained.
3. If cancellation occurs less than one 1 week in advance of the rental date, entire fee is 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.

FACILITY-SPECIFIC GUIDELINES:

1. Responsible party shall be required to attend the entire activity.
2. Set up and arrangement of furniture, as well as cleaning of the room following the event, is the responsibility of the person/organization making the reservation.
3. The entrance to the Annex and the Community Room doors will be set to automatically unlock and lock for your event.
4. The air and heating is programmed to run during the hours you have reserved.
5. Renters are limited to allowing a maximum of 164 people into the Community Room.
6. Rentals must be confined to the Community Room. The Annex Lobby cannot be used for activity purposes. No individual shall be permitted in the non-public areas of the Municipal Annex.
7. Youth or children's groups must be supervised at all times by responsible adults provided by the sponsor of the activity.
8. Included in the rental are ten (10) round tables (5' diameter), 15 rectangular tables (72" x30"), 158 chairs and use of serving kitchen. **NO ADDITIONAL EQUIPMENT IS AVAILABLE.**
9. Attachment of items to walls/ceiling, 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. Equipment requiring voltage other than 110 volts will not be permitted.
11. Sound from the Community Room must not be disturbing to library patrons or administrative staff during hours of operation.
12. Light refreshments may be served. No meals may be prepared in the kitchen. Catering is allowed with warm-up, but no initial food preparation is allowed. Kitchen facilities must be left clean and in an orderly fashion.
13. Rest rooms need to be checked and tidied as needed.
14. Two trashcans with liners are supplied. The liners should be removed and taken to one of the dumpsters north of the building.
15. Return furniture to original setup. Move stacked chairs only on dolly to avoid scratching floor.
16. Sweep and/or wipe off counters and check any other areas used during your event, including the rest rooms. Renters are responsible for any cleaning supplies needed to leave the room as it was found. All lights in the Community Room must be turned off following the reservation.
17. Equipment, supplies or personal effects may not be stored or left in the room after use.
18. The use of all tobacco products is prohibited. Equipment that produces special effects such as a smoke machine, fog machine, and bubble machines are prohibited.



HOURS OF OPERATION/AVAILABILITY:

The Community Room – Municipal Annex is available for reservation between 8:00 a.m. - 11:00 p.m. 7 days per week. These hours must include set-up and clean-up time.

FEES:

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