

Effective Date: _____

Approval: _____



Pool – Old Town Aquatic Park

FACILITY GUIDELINES

GENERAL INFORMATION:

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

RESERVATIONS:

Reservation Methods: All activities will be scheduled and arranged through the Parks and Leisure Services office on a first-come, first-serve basis.

Advance Reservations: Partybrella Rentals: Prior to the start of the season, reservations may be made through the PALS office (972-219-3550). After the start of the season, partybrella reservations may be made at the facility or online at www.cityoflewisville.com.

After-Hours Rental of Entire Facility: Reservations for all after-hours events may only be made through the PALS office. Reservations must be made no later than ten (10) working days prior to the actual rental date requested.

Standing Reservations: Partybrella Rentals: Standing reservations are not accepted for partybrella rentals.

After-Hours Rental of Entire Facility: Standing reservations are not accepted for after-hours rental of the facility.

RENTAL/USE FEES:

The following rentals are available. The related fees are listed in the fee ordinance, Sec. 2.201.

Per Hour Rental Rate: Partybrella Rentals (General swimming times)
Group reservations (without partybrella rental)
After-Hours Rental of Entire Facility

Minimum Rental Hours: Partybrella Rentals (General swimming times) 1½ hours

Other Rental Arrangements: General Swimming Admission

All Fees are Due By **Partybrella Rentals:** Once a reservation has been accepted, the rental fee will be due in two (2) days.

After-Hours Rentals: Fees are due 14 days prior to the rental date.

DEPOSIT:

- Deposit:** Partybrella Rentals: No deposit
After-Hours Rental of Entire Facility: A deposit will be required. The amount is listed in the fee ordinance Sec. 2.201.
- Remaining Deposit Due:** After-Hours Rental of Entire Facility: Once a reservation has been accepted, the deposit will be due within five (5) working days (of the acceptance). The remaining balance will be due a minimum of 14 working days in advance of the actual rental date.
- Refund of Deposit:** Deposits are refunded by check following the completion of the reservation. Money may be deducted from the deposit if the facility is damaged or policy violations occur.

CANCELLATIONS:

1. After-hours rentals: Should the renter cancel an after-hours reservation, the deposit will be forfeited.
2. All rentals: If the reserving party cancels the reservation at least 14 days in advance of the reservation date, an administrative fee will be retained, as stated in the fee ordinance, Section 2.201.
3. Partybrella rentals: If the reserving party cancels the reservation less than 14 days in advance, the rental fee will be forfeited.
4. All rentals: Should a cancellation on the part of the City of Lewisville be necessary due to rain or other unavoidable events, all fees will be returned in full if an alternate date cannot be arranged.

POLICY VIOLATIONS RESULTING IN LOSS FROM DEPOSIT:

1. After-Hours Rental of Entire Facility: All applicants and renters agree to pay for all damage done beyond normal wear and tear to the facility, grounds, or furnishings by themselves, their guests, caterers, or employees during or pertaining to their rentals. If damage should occur, notification will be given to the renter. Renter will be responsible for damages even if amount exceeds the deposit. The final decision on charges will be made by Parks and Leisure Services. City of Lewisville staff will inspect the facility and grounds after use to determine if security deposit should be returned. Deposits will be returned to the responsible party only. Refunds will be returned within two (2) weeks from determination that all facets of the agreement have been satisfied.

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 POLICIES:

1. All rentals: Reservation times will be set only during those hours that do not conflict with regularly scheduled pool activities.
2. All rentals: The responsible party must be at least 18 years of age. Responsible party shall be required to attend the entire activity.
3. All rentals: Activities for minors require one (1) adult for every ten (10) children.
4. All rentals: Facility Rental Agreement will be completed at time of payment.
5. All rentals: Activities during the rental are subject to all pool regulations. Failure to comply could mean the loss of participation privileges.
6. All rentals: Rental times include all time necessary for set up and clean up. Groups are responsible for cleaning up their own trash.
7. All Users: Food and drink may be brought in or catered. Please refrain from using metal utensils (i.e. cake knife, forks, etc.). Plastic and rubber utensils are acceptable.
8. All rentals: Staffing - The cost for P.A.L.S. lifeguards is included in the rental fee.

9. All Users: Non-alcoholic beverages in non-glass containers are permitted inside the facility. Alcoholic beverages are not permitted inside the park grounds.
10. All rentals: The City Council reserves the right to exclude any groups or individuals it deems unacceptable, based on past experiences.
11. All rentals: All applicants and renters agree to pay for all damage done beyond normal wear and tear to the facility, grounds, or furnishings by themselves, their guests, caterers, or employees during or pertaining to their rentals. If damage should occur, notification will be given to the renter. The final decision on charges will be made by Parks and Leisure Services.
12. Partybrella Rentals: Maximum capacity recommended under umbrella is twenty-five (25) people.
13. All Users: Children under 9 years of age must be directly attended by a swimming adult, in a swimsuit (within arm's reach of a person at least 16 years of age) at all times in the facility.
14. All Users: Proper swim wear is required to enter the water. In addition, no clothing below the knees, no vulgar or tasteless clothing, no clothing made out of denim.
15. All Users: Apparel that may be disruptive or distracting to the general patronage may cause staff to request the patron to be appropriately covered or exit pool.
16. All Users: Admission may be refused for any reason that may endanger the health or safety of the public (i.e. open sores, rashes, runny eyes or nose).
17. All Users: The use of all tobacco products is prohibited in the facility.
18. All Users: After-Hours Rental of Entire Facility: Maximum number of participants for the rental is 250.

HOURS OF OPERATION/AVAILABILITY:

General swimming times:

Monday, Tuesday, Wednesday, Friday: 10:00 a.m. - 8:00 p.m.

Saturday: 1:00 p.m. - 6:00 p.m.

Sunday: 2:00 p.m. - 6:00 p.m.

After-Hours Rental of Entire Facility:

Saturday & Sunday: 6:30 p.m. – 8:30 p.m.

FEES:

1. The City of Lewisville fee schedule contains all fees related to the Pool – Old Town Aquatic Park

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