

Effective Date: _____

Approved: _____

**CITY OF LEWISVILLE
ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: City Facilities
TOPIC: Public Use of City Facilities/Vista Ridge Amphitheater
REFERENCE: 4.1.18

I. PURPOSE

The purpose of this policy is to establish guidelines for public use of the Vista Ridge Amphitheater.

II. POLICY

All activities will be scheduled and arranged through the Parks & Leisure Services Administration Office on a first-come, first-serve basis. Applications should be obtained from this office.

III. PROCEDURE

- A. Reservations may be made in-person or by telephone through the PALS Admin. Office (M-F, 8-5) on a first-come, first-served basis. Reservations may be made one calendar year in advance. Once the reservation has been accepted, a minimum of \$100 shall be paid to secure the reservation due no later than two (2) weeks from the date of acceptance. The remaining balance (deposit & rental fees) will be due a minimum of one (1) week in advance of the actual activity. Reservations and changes in reservation times can not be accepted less than seven (7) days prior to the scheduled function. Standing reservations will not be accepted. All rentals must be completed in full before further reservations are accepted.
- B. If the reservation is canceled by the reserving party, a \$10 administration fee will be retained from the deposit. If the activity is canceled by the reserving party less than one (1) week in advance, the rental fee will also be forfeited.
- C. The responsible party must be at least 18 years of age, or 21 years of age if alcohol is permitted. At least seven days prior to the activity, the person designated as the responsible party must sign a release stating they fully understand the reservation agreement and will take responsibility to see the policies are adhered to. Proof of residence must be present at the time of signature for verification for the Lewisville resident rate. The responsible party shall be

required to attend the entire activity. Failure to adhere to this policy will result in loss of all deposit money.

- D. City Council reserves the right to exclude any individual group or function it deems unacceptable, based on past experiences.
- E. Food and drink may be brought in or catered. Glass containers are prohibited.
- F. Alcohol may be consumed on the amphitheater grounds. No alcohol shall be permitted within fifteen (15) feet of a roadway or parking lot in accordance with current City of Lewisville Ordinances.
- G. The City of Lewisville accepts no liability or responsibility for any damage to persons or property arising from the use of the Vista Ridge Amphitheater and any person or organization using said premises must agree herewith.
- H. Smoking and tobacco products are prohibited in the seating area and any other areas as defined with "no smoking " signs.
- I. It is the responsibility of the renter to properly clean the facility immediately after it is used. Renting party will be responsible for providing trash bags to be used during cleanup. Parks and Leisure Services staff will inspect the facility and grounds after each use to determine if security deposit should be returned. Deductions will be made for failure to clean properly. Deposits will be returned to the responsible party only, and will be returned within two (2) weeks from the determination that all facets of the rental agreement are satisfied.
- J. Hours available for rental shall be from 6 a.m. until 11 p.m. Hourly rental fees will begin with the arraigned set up time, conclude at the end of clean up and include all time in between. Electricity, lighting and restrooms will not be provided for time not included in the agreement.
- K. All applicants and renters agree to pay for all damages done to the facility, grounds, and/or equipment beyond normal wear and tear by themselves, their guests, caterers, or employees associated with their rental. If damage should occur, notification will be given. If the amount exceeds the deposit, the renting party will remain responsible for the full amount of repair. Parks and Leisure Services staff will inspect the facility and grounds after use to determine if the security deposit should be returned.

- L. A staff member will be present to open and close the facility, supervise and assist with the activity. Security will be provided for each activity.
- M. Rentals will be made for no less than three (3) hours. Renting parties must be specific of those times and pay the appropriate fees at least one week in advance. Restrooms, stage electricity & lighting, access to the stage loading area and entrance to locked parking areas will be available only during paid rental times.
- N. City agencies and sponsored programs will not be charged a rental fee. Individual members of those organizations will be charged the regular rental fee if the activity is not for the entire organization. Sponsored agencies will be required to pay staff fees at the current rate of a Recreation Leader, to include benefits and an hourly fee of \$25.00/ hour to provide security.
- O. Maximum capacity recommended for the seating area is 850.
- P. No vehicles or equipment requiring vehicular transportation will be allowed on non-paved areas. Moonwalks, dunking booths, petting zoos and similar activities must have prior approval.
- R. Outdoor activities are subject to inclement weather. Refunds will not be issued due to weather conducive to the season. If PALS cancels the activity due to severe weather conditions, and the activity can not be rescheduled, all money will be returned.

IV. FEES

- A. Deposits:
 - Facility Deposit..... \$ 300.00

- B. Rental (includes security & staff member)
 - 1. Lewisville Resident
 - Hourly rate.....\$75.00
 - 2. Non-Resident
 - Hourly rate.....\$125.00
 - 3. Sponsored Agencies
 - \$25.00/hour for security & current Recreation
 - Leader salary & benefits