

Effective Date: _____
Approved: _____

**CITY OF LEWISVILLE
ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: City Facilities
TOPIC: Public Use of City Facilities/Central Park Pavilion
REFERENCE: 4.1.9

PURPOSE

4.1.9.1 The purpose of this policy is to establish guidelines for public use of the Central Park Pavilion.

POLICY

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

PROCEDURE

4.1.9.3.1 Reservations will only be made after the renter has read and agreed to abide by the rules, signed a rental agreement, and made the appropriate security deposit (See form, Attachment A). Reservations will begin on September 1 for the next calendar year.

.2 The responsible party must be at least 18 years of age and must reside within the City limits of Lewisville, Texas. This person is responsible for actions and damages by the group. The organization or group reserving the pavilion is responsible for all cleanup and arrangements.

.3 Deposits will be due no later than two (2) weeks from the date the reservation originates. The reservation fee must be paid a minimum of one (1) week in advance. If the reservation is canceled at least one (1) week prior to the event, the deposit minus a \$10 cancellation fee and all rental monies will be refunded. If cancelled less than one (1) week prior to the event, only the deposit minus \$10 will be refunded. Once the reservation date has passed, any applicable refund will be submitted. Weather will not be considered a reason for cancellation. Exception: All money will be returned if the PALS Department cancels the activity.

- 4.1.9.3.4 Keys and permits must be picked up at the Parks and Leisure Services offices between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The responsible party must pick up the keys the day of the activity or one day prior for holidays or Friday for weekend rentals. Key return deadline will be assigned to the party receiving keys. Failure to return the keys by the deadline will result in a \$10 per day late penalty to be deducted from the deposit. After the fifth (5th) working day, the total deposit will be forfeited.
- 4.1.9.4.1 No live music is allowed without a permit.
- .2 If recorded music is played, it must be at a volume which does not disturb any other activity at the park.
- .3 Admission may not charged. No money-making activities without prior permission of the Park Board.
- .4 All fires must be in the BBQ grills or approved apparatus.
- .5 No glass containers allowed in Central Park.
- .6 Alcoholic beverages are not allowed within fifteen (15) feet of any roadway or parking lot.
- .7 The pavilion(s) must be cleaned and lights turned off at the end of the reservation.
- .8 The City of Lewisville accepts no liability or responsibility for any damage to persons or property arising from use of this facility, and any person or organization using said premises must agree herewith.

Deposits/Fees

- 4.1.9.5.1 A \$50 damage/cleaning deposit per building will be charged. It is payable no later than two (2) weeks from the date the reservation originates. All deposits are refundable if no damage occurs and all areas have been cleaned.
- .2 Alcohol being served in Central Park will be limited to beer, wine and champagne, and will require a permit from the PALS office and a \$200 deposit. Any alcohol consumption must be held within the confines of the facility under rental. No alcohol will be allowed outside of the rental area.

4.1.9.5.3 The alcohol deposit must be paid a minimum of one week in advance.

4.1.9.5.4 Any requests for an alcohol permit must be submitted in writing in advance to the Parks and Leisure Services Department. Department staff has the right to refer this request to the Park Board for approval. The Park Board reserves the right to exclude any groups or individuals it deems unacceptable, based on past experiences.

Rental Fees: Small Pavilions - \$25.00 (Up to 30 people)

Bandstand - \$50.00 (Up to 50 people)

The rental fee must be paid a minimum of one week in advance.

4.1.9.6 Any of the above policies which are not followed may cause the loss of any or all deposits and the loss of further use of the pavilion.