

**CITY OF LEWISVILLE
ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: City Facilities
TOPIC: Public Use of City Facilities/Municipal Annex Community Room
REFERENCE: 4.1.6

PURPOSE

The purpose of this policy is to establish guidelines for public use of the Municipal Annex Community Room.

POLICY

- A. The Community Room is available for rental to Lewisville residents.
- B. 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.
- C. Light refreshments may be served, however no meals may be prepared in the kitchen. Catering is allowed with warm-up, but no initial food preparation. Alcoholic beverages are permitted only if food is served, i.e., beer, wine, and champagne. Kitchen facilities must be left clean and in orderly condition.
- D. Rentals must be confined to the Community Room. The Annex Lobby cannot be used for activity purposes. Youth or children's groups must be supervised at all times by responsible adults provided by the sponsors of the activity. Activities for minors will require one (1) adult for every ten (10) children.
- E. Equipment, supplies, or personal effects may not be stored or left in the room after use. Equipment requiring voltage other than 110 volts will not be permitted.
- F. Set up and arrangement of furniture, as well as clearing of the room following a meeting, is the responsibility of the person/organization making the reservation. Included in the rental are 10 round tables (5' diameter), 15 rectangular tables (72'x30"), 158 chairs and use of the kitchen. Move stacked chairs only on dolly to avoid scratching floor. **NO** additional furniture or equipment other than that provided by the City shall be utilized without prior approval. Microwaves are permitted to bring in for your reservation. Two trash cans with liners are supplied and trash must be removed and taken to a dumpster north of the Annex building. Sweep, wipe off counters, and check the public restrooms just outside the Community Room main door for tidiness. All cleaning supplies are the responsibility of the reservation party. Nothing shall be attached to walls. All lights in the Community Room must be turned off following the reservation. The air conditioning/heating is programmed to run during your reservation hours of occupancy.
- G. The City accepts no liability or responsibility for any damage to any person or property arising from the use of the Community Room.

PROCEDURE

- A. Reservations will be made on a first-come first-serve basis by Lewisville residents only. The resident making the reservation should be present at the time of the scheduled activity, and will be personally liable for any and all damages that should occur. The Community Room may be reserved for a single meeting or a one-time multiple day use, i.e., three-day seminar. Each reservation must be completed before making additional reservations. Reservations may be made no more than two months in advance of the event.
- B. The reservation form must be completed and the deposit of \$300 paid within two working days of making the reservation by the resident responsible adult (18 or over). Deposit will be refunded under the conditions of no damages and all areas have been properly cleaned. The rental fee of \$25 per hour, with two-hour minimum, must be received a minimum of one week in advance or the reservation and deposit may be forfeited. If the reservation is cancelled at least one week prior to the event, the deposit minus a \$10 cancellation fee and all rental monies will be refunded. If cancelled less than one week prior to the event, only the deposit minus \$10 will be refunded.
- C. Activities may be conducted seven (7) days a week, Sunday-Saturday, from 8:00a.m.-11:00p.m. Hours of activity shall be inclusive of time required to set up and clean up.
- D. **For after regular office hour's service needs, you may contact the Lewisville Police Department non-emergency number:**

972-219-3640

- E. **All reservation functions must NOT disturb the Public Library during their hours of operation, as noise carries through adjoining doors/walls. No live music or amplified DJ equipment, boom boxes or any other type of amplified sound will be allowed during the Public Library hours of operation:**
- Mon-Thurs: 10a-9p
Fri-Sat: 11a-5p
Sun: 1p-5p
- F. Failure to comply with these rules may result in the suspension of privileges. Charges will be levied for any damage based upon actual repair or replacement and will be deducted from the deposit. Applicants for reservations may be rejected and previously granted permission withdrawn for violation of City rules and regulations.

Parks & Leisure Services Administration Office
Municipal Annex
1197 W. Main Street
Lewisville, Texas 75067
(972) 219-3550