

Effective Date: _____

Approved: _____

**CITY OF LEWISVILLE
ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: City Facilities
TOPIC: Public Use of City Facilities/Hedrick House
REFERENCE: 4.1.7

I. PURPOSE

The purpose of this policy is to establish guidelines for public use of the Hedrick House.

II. POLICY

All activities will be scheduled and arranged through the Parks & Leisure Services 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 Parks & Leisure Service office. Reservations may be made one (1) calendar year in advance. Once a reservation has been accepted, a minimum deposit of \$100 will be due no later than two (2) weeks from the date the reservation originates. The remaining balance (deposit and/or hourly rental fee) will be due a minimum of 30 days in advance of the actual activity date. If the reserving party cancels the reservation more than 30 days in advance, an administration fee of \$10 will be retained from the deposit. If the reserving party cancels the reservation between 30 & seven (7) days in advance of the reservation, one-half (\$150) will be deducted from the deposit. Should the reserving party cancel the reservation less than one (1) week (seven (7) days) in advance, the entire deposit (\$300) will be forfeited.

- B.** Rental times shall include all time necessary for set up and clean up. There is a minimum reservation time of four (4) hours. Rental fees are as follows:

Hours 1 – 4: \$200 for the first four hours

Hours 5 – 8: add an additional \$100 *per hour*

Hours 9 +: \$150 for the last block of hours

The fee for use of the Hedrick House for the entire day will be \$750.00 plus the \$300.00 deposit. Up-front fees will include deposit plus all rental charges. Any group found in violation of using the facility during non-paid times will be considered in violation of the rental agreement and will forfeit the deposit.

- C.** Keys will be made available one (1) day prior to holidays and on Fridays for weekend rentals. Keys are available at the PALS Office, Monday-Friday, 8 am-5 pm. Failure to pick up keys at designated times will result in a loss of \$25 from the deposit.
- D.** Key return deadline will be assigned to party receiving keys. Late fee of \$10 per day will be deducted from the deposit. After the fifth (5th) working day, total deposit will be forfeited.
- E.** The responsible party must be at least 18 years of age and must reside within the City limits of Lewisville, Texas. If alcohol is served, the responsible party must be 21 years of age. At least seven (7) days prior to the scheduled 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 policies are followed. Proof of residence must be present at time of signature.
- F.** Responsible party shall be required to attend the entire activity. Failure to do so will result in forfeiture of deposit.
- G.** The City Council reserves the right to exclude any groups or individuals it deems unacceptable, based on past experiences.
- H.** Food and drink may be brought in or catered. No cooking in the kitchen. The refrigerator may be used to keep food or drinks chilled. The oven and range may be used to keep food or drink warm.
- I.** Beer, wine and champagne are the only alcoholic beverages permitted and these will be permitted only if food is served. Non-alcoholic beverages are permitted under any conditions. Consumption of alcohol outdoors is confined to the West Patio.
- J.** Maximum capacity inside the building is 125. Activities for minors will require one (1) adult for every ten (10) children.
- K.** The City of Lewisville accepts no liability or responsibility for any damage to persons or property arising from use of the Hedrick House, and any person or organization using said premises must agree herewith.
- L.** Smoking is prohibited in the Hedrick House.
- M.** No pets will be allowed in the facility or on the grounds.
- N.** The reserving party is responsible for the set-up of tables and chairs. All tables and chairs must be stored properly at conclusion of activity. Failure to return tables and chairs to proper storage will result in a \$25 reduction from the deposit.
- O.** Equipment may not be removed from the property.

- P.** Any pianos, organs, DJ set-ups, sound equipment, or amplifiers must be approved in advance through the Parks and Leisure Services Department and must follow the rules of vehicle access for delivery. Amplified music will not be allowed after 10:00 p.m.
- Q.** 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.
- R.** No confetti of any form may be used in connection with ceremonies or social occasions in the facility. The throwing of rose petals or birdseed is permitted on the grounds only. The throwing of rice is strictly prohibited. City Ordinance prohibits discharging of weapons and pyrotechnics and use of sparklers.
- S.** It is the responsibility of the renter to properly clean the facility immediately after it is used. The guidelines for clean up should be followed closely to assure refund of deposit.
- T.** 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 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.
- U.** If security officers or traffic policemen are necessary, the renter must make their own arrangements and secure approval by the Police Department.
- V.** Any activation of the alarm system for non-emergencies will result in a \$25 reduction from the deposit.
- W.** Hours available for rental are:
Sunday – Thursday 9:00 a.m. – 11:00 p.m.
Friday – Saturday 9:00 a.m. – 12:00 midnight
- X.** Any requests for exceptions to these policies must be submitted in writing and reviewed by the Department staff and may be referred to the Parks Board and City Council.

IV. FEES

Fees will be based on standing or established reservations (local service clubs/organizations wishing to reserve an established time) or individual reservation (individual/club/organization wishing to reserve only one (1) date at a time).

A. Deposit - \$300 (all reservations)

B. Standing Reservations (Standing reservation options will not be available Fridays-Sundays)

Once per week \$1,200 per year
Bi-weekly \$1,000 per year
Once per month. \$ 500 per year

C. Individual – Single Reservations

\$200/first 4 hours, \$100 per hour for hours 5 – 8, \$150/9+ hours.
(maximum charge is \$750.00)

Each reservation must be completed before an additional reservation can be made.