

City of Lewisville
Memorial Park Recreation Center
Rental **Policies**

Memorial Park Recreation Center has classrooms available for reservations during times when the center is regularly open. Rooms may be rented as long as Recreation Classes are not being conducted or scheduled in a given room. All reservations must be prepaid and approved by the Recreation Center Supervisor before reservations are confirmed.

Rules and Regulations

1. Reservations must be made in person and prepayment made with cash or check.
2. Reservation times **must** include the time of setting up, the activity, and cleaning up.
3. Room reservations **do** not include access to games in the lobby area (pool, ping pong, etc) or gymnasium. A day pass of \$3.00 **must** be purchased for **each** person wishing access to these areas.
4. Alcohol is not permitted in the building or on the premises. Smoking is not permitted in the building.
5. Rooms must be cleaned up and trash removed. Brooms, mops, trash bags, and cleaning supplies are provided by the Recreation Center. See front office staff if any of these materials are needed. Chairs must be stacked, tables taken down, and stacked against the wall. Counter tops must be wiped down if food is brought in for the reservation.
6. Food and beverages may be brought in for the reservation. Cooking in the facility is not permitted. Warming food is acceptable. You must clean out microwave after each usage. Also, be sure no food is left in the refrigerator, freezer, or on the counters.
7. Individual sports teams are required to pay the rental fee.
8. Person making the reservation will be responsible for any damage or additional fees.
9. No thumb tacks, staples, or nails may be used on any wall surface.
10. If tape is used, all tape and decorations should be removed from all wall surfaces.

Reservation Procedures

1. Reservations must be made in person and payment is due at that time.
2. Person making the reservation must be a Lewisville resident, 18 years of age or older, and will be responsible for actions and/or damages by the group or individual. Person making the reservation must also be present for the duration of the rental.
3. Reservations are not to be made more than 2 months in advance.
4. One reservation must be completed before another reservation can be made.
5. There will be no standing reservations.
6. Cancellations made more than one week prior will be refunded minus \$10.00 cancellation fee. A cancellation made less than one week in advance will receive no refund.
7. Once your reservation time is complete, you must come to the office. The staff person will then accompany you to examine your room, making sure that all requirements have been fulfilled. You will be required to sign your reservation sheet, fully completing your reservation.

Fees

The rental time **must** include the set-up and clean up of the room.

Classroom 1 or 2: \$15 per hour
Capacity: 25 people per room

Multi-purpose Room: \$25 per hour
Capacity: 50 people per room

Memorial Park Recreation Center
1950-B South Valley Parkway
Lewisville, TX 75067

Hours: Monday-Friday: 6:30 a.m.-10:00 p.m.
Saturday: 9:00 a.m.-7:00 p.m.
Sunday: 1:00-6:00 p.m.

All rentals must end 30 minutes prior to closing.