

**CITY OF LEWISVILLE
ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: City Facilities

TOPIC: Rental of City Facilities/Partybrellas at Old Town Aquatic Park & Sun Valley Aquatic Center

REFERENCE:

PURPOSE

The purpose of this policy is to establish guidelines for private rental of the Partybrellas at both Sun Valley Aquatic Center and Old Town Aquatic Park.

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.

PROCEDURE

- A. Partybrella rentals available at designated 1 ½ hour increments during the normal operating hours of each facility.
- B. Staffing- The cost for P.A.L.S. lifeguards is included in the rental fee.
- C. The responsible party must be at least 18 years of age and must reside within the City limits of Lewisville, Texas. Responsible party shall be required to attend the entire activity.
- D. Activities for minors will require one (1) adult for every ten (10) children.
- E. Maximum capacity recommended under umbrella is twenty-five (25) people.
- F. Reservations may be made in person at the PALS office, or by phone (972) 219-3550. Prior to the swim season, reservations must be made through the PALS office. During swim season, reservations will be made onsite, provided it will not conflict with another reservation.
- G. Payment- Once a reservation has been accepted, the rental fee will be due in two (2) days. Customer Rental Agreement will be completed at payment.
- H. Fee includes rental plus allowance for up to twenty (20) participants. Renter must provide a list of guests to cashier before rental time begins. If guests number more than twenty (20), additional guests may be added at the regular admission price.

- I. Cancellations- If the reserving party cancels the reservation prior to one (1) week of the reservation date, an administrative fee of \$10 will be retained. If the reserving party cancels the reservation less than one (1) week in advance, the rental fee will be forfeited.
- J. Activities during the rental are subject to all pool regulations. Failure to comply could mean the loss of participation privileges.
- K. Rental times include all time necessary for set up and clean up. Groups are responsible for cleaning up their own trash.
- L. Food and drink may be brought in or catered. Please refrain from using metal utensils (i.e. cake knife, forks, etc.). Plastic and rubber utensils are acceptable.
- M. The use of all tobacco products is prohibited in the facility.
- N. Non-alcoholic beverages in non-glass containers are permitted inside the facility. Alcoholic beverages are not permitted inside the park grounds.
- O. Should a cancellation on the part of the City of Lewisville be necessary due to rain or other unavoidable events, all fees will be returned in full if an alternate date cannot be arranged.
- P. 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 the renter. The final decision on charges will be made by Parks and Leisure Services.
- Q. The City of Lewisville and the Lewisville City Council reserve the right to exclude any group or function it deems unacceptable, based on current or past experiences.

FEES

Fees are as follows:

- A. Rental for initial 1 ½ hours - \$100.00 for Sun Valley; \$60.00 for Old Town
- B. Additional 1 ½ hour time slots - \$25.00
- C. Additional guests over 20 – regular admission price

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

_____ 's Guest List

1. _____

11. _____

2. _____

12. _____

3. _____

13. _____

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15. _____

6. _____

16. _____

7. _____

17. _____

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18. _____

9. _____

19. _____

10. _____

20. _____

Additional Guests over 20 may be added at standard admission pricing.

Please bring this sheet on the day of the reservation.