

**CITY OF LEWISVILLE
ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: City Facilities

TOPIC: Private Rental of City Facilities/Sun Valley Aquatic Center and Old Town Aquatic Park.

REFERENCE:

PURPOSE

The purpose of this policy is to establish guidelines for private rental of the 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. Hours available for rental are from 6:30 p.m. until 8:30 p.m. on designated Saturdays and Sundays.
- 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. Responsible party shall be required to attend the entire activity.
- D. Activities for minors require one (1) adult for every ten (10) children.
- E. Maximum number of participants for the rental of Sun Valley Aquatic Center is 700 and the maximum number of participants for the rental of Old Town Aquatic Park is 300.
- F. Reservations are made in person or by telephone through the Parks & Leisure Service Office.
- G. Reservations must be made no later than ten (10) working days prior to the actual rental date requested.
- H. Payment- Once a reservation has been accepted, the deposit of \$100.00 will be due within five (5) working days (of the acceptance). The remaining balance will be due a minimum of ten (10) working days in advance of the actual rental date. Customer Rental Agreement will be completed at 1st payment.
- 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 deposit will be forfeited.

- J. Activities during a party 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. 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.
- Q. Reservation times will be set only during those hours that do not conflict with regularly scheduled pool activities.
- R. 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. Deposit - \$100.00 (all reservations)
- B. Sun Valley rental for two hours - \$400.00
Old Town rental for two hours - \$250.00
- C. Each reservation must be completed before an additional reservation can be made.