

City of Lewisville Senior Activity Center Facility Rules and Regulations

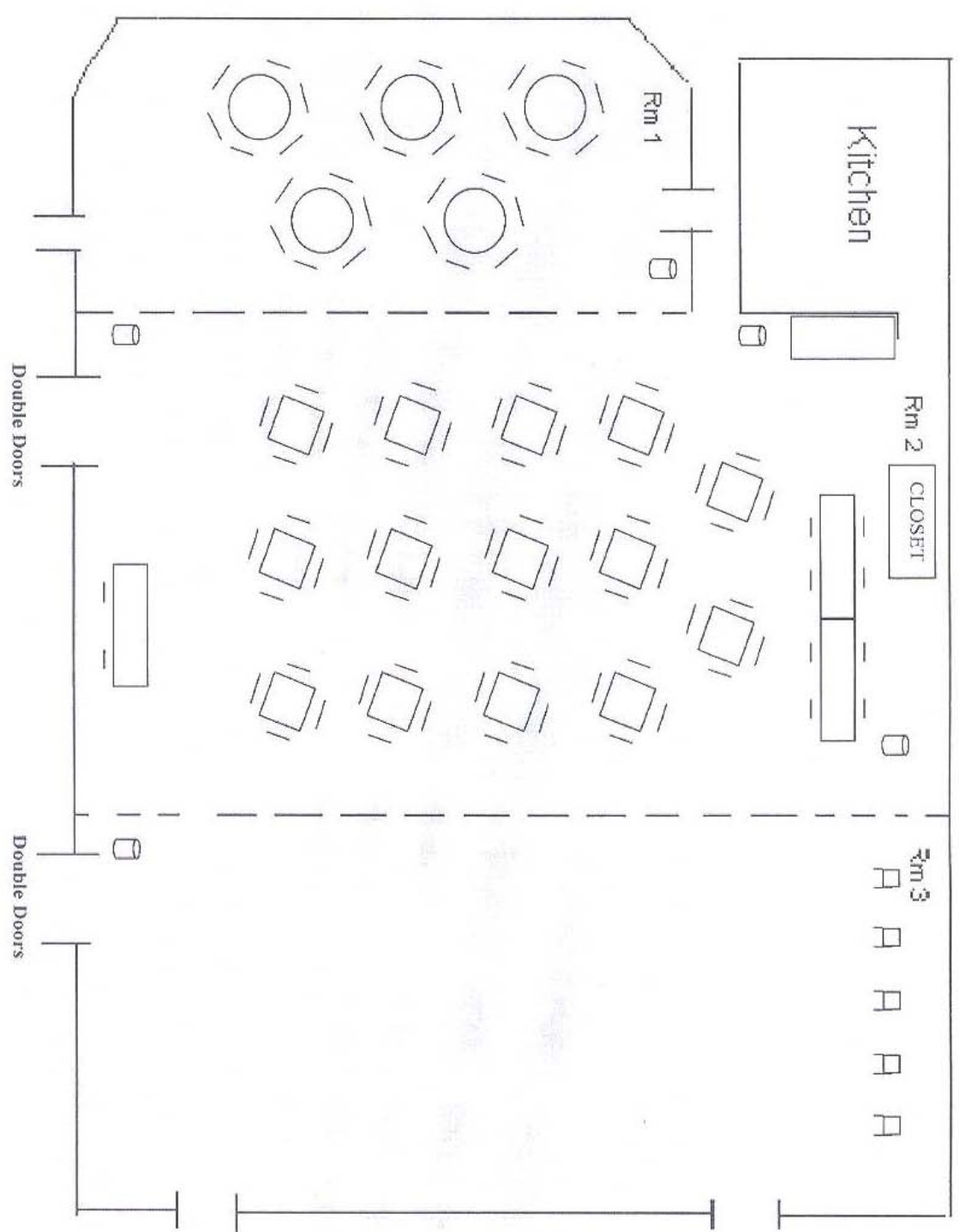
1. The City of Lewisville does not permit alcohol on the premises or property.
2. The City of Lewisville does not permit smoking inside the premises or property.
3. Reservations can only be made by City of Lewisville Residents and must be over 18 years of age, proof of residency is required.
4. Reservations can only be made 60 days in advance.
5. Each reservation group is required to set up the tables and/or chairs and return them to their original location.
6. Reservation times must include set-up and clean up time.
7. Each reservation group is responsible for bringing in their own cleaning supplies and trash bags. The group will be allowed to dispose of trash in the dumpster (located outside the building).
8. Brooms and mops will be provided for sweeping and mopping. Each reservation must sweep and mop the floors and wipe down all counters.
9. Confetti or glitter is not permitted.
10. Deposit is required within one week (7 days) of initial reservation request and balance is required one week prior to date of event.
11. Deposits will be refunded if:
 - A. Rooms were swept and mopped
 - B. Trash was taken to dumpster
 - C. Tables and chairs were put up and placed in their original place
 - D. The reservation ended on time
12. The main room and the kitchen are the only rooms available for rent.
13. Kitchen use is limited to oven, microwave, refrigerator and sink only. All utensils, silverware, and other related materials are not allowed for reservations.
14. Nothing may be hung or taped on the walls.
15. Maximum capacity is 125 people.
16. Activities involving minors require a ratio of 1 adult to every 10 children.
17. The City of Lewisville accepts no liability or responsibility for any damage to persons or property arising from the use of the Senior Center and any person or organization using said premises must agree herewith.
18. Cancellation fee will result in a \$10 reduction of deposit.
19. Room cost \$34 per hour and kitchen is \$25 per day. Deposit amount is \$300.
20. Renter is required to be at event at all times.
21. If the rental extends beyond the allotted time, it will result in loss of full \$300 deposit.

**I hereby agree to follow all polices and procedures and acknowledge that failure to do so will result in a forfeiture of the deposit.*

Renter: _____ Date _____

Staff: _____ Date _____

Reception
Desk



- Square table
- Long table
- Chair
- Chair stacks
- Trash can