

Thank you for your interest in our Rock The Block Trailer (RTBT)!

Please be sure you have read over the following documents before making a reservation request for RTBT:

1. RTBT Guidelines
2. RTBT Inventory Checklist to know what items are included in the trailer
3. RTBT Rental Waiver Form – can be signed and submitted online through the Reservation Form

If you have any questions, you can reach staff at 972.219.3736 or via email.

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## **Rock the Block Party Trailer Guidelines**

The purpose of the Rock the Block Party Trailer (“trailer”) is to promote Neighborhood Engagement as it relates to the Lewisville 2025 Vision, Big Move #4 Thriving Neighborhoods. Anyone who reserves the trailer must adhere to the following guidelines.

- I. Eligibility to reserve trailer: Person reserving the trailer must be a local Lewisville resident. Individual must provide proof of residency (driver’s license or water bill) at time of reservation request. City staff will also be able to reserve trailer for events. **Resident hauling trailer must have a 2 ¼ Ball Mount to tow the trailer.**
- II. Trailer will be reserved on a first come, first serve basis. **Note:** If requested date for pick up and drop off falls on a city observed holiday, date for pick up will be prior to the city observed holiday and drop off will be after city observed holiday.
  - I. Resident must complete a Waiver form and complete application prior to confirmation. Note: Events requiring a road closure will require completing the Special Events Permit prior to reserving trailer.
  - II. Resident must complete the required Waiver, Release, and Indemnity Agreement form, application and receive approval from staff prior to requested pick up date.
- III. Road Closure request that is provided on Special Event Packet must be submitted ten (10) days prior to closure.
- IV. Resident who reserves trailer is solely responsible for the trailer and its contents between the time of drop off and pick up. The resident who reserves the trailer shall also be responsible for securing the trailer during that time period. If any damage or loss of property occurs, the resident report such damage or loss of property to the City within twenty-four hours of discovery. If the trailer or its contents are stolen or damaged due to another crime, resident shall also immediately report such instances to the Lewisville Police Department.
- V. There will be no soliciting or collection of any money or fee by anyone attending hosted event to view or for the use of trailer nor for the use of any inventory of items located inside the trailer on behalf of the City. Those caught doing so, will be banned from use of trailer.
- VI. Use of the trailer shall comply with all federal, state, and local laws. Any neighborhood parties shall be inclusive events, operated on a non-discriminatory basis.
- VII. Trailer should be returned in the condition that it was received.
- VIII. Responsible party for loss of property, stolen or damaged will be required to reimburse the City of Lewisville, Texas in the total amount within 30 days of the reported incident.
- IX. Post Reservation Inspection Form should be signed and dated by the responsible party. **Note:** This form confirms that all items are in the condition as it was received on date of pick up.