



Lake Park - Conner and Pike Pavilions FACILITY GUIDELINES

GENERAL INFORMATION:

The Lewisville Parks and Recreation Department (PARC) is responsible for coordinating the activities of this facility. The City will lease facilities without consideration of group affiliation or meeting content. Admission and money-making activities are not permitted without approval from the City Council.

RESERVATIONS:

- Reservation Methods:** Reservations may be made on a first-come first-serve basis by telephone at (972)219-3550 or in person at the PARC Administration office, located at 1197 W. Main Street, Lewisville, TX 75067.
- Advance Reservations:** Reservations may be made one (1) calendar year in advance.
- Standing Reservations:** Standing reservations are not allowed at this facility.

DEPOSIT:

- Deposit:** As specified in the fee ordinance, Sec. 2.201
- Deposit Due:** The deposit is due in full at the time the reservation is made.
- Refund of Deposit:** Deposits will be refunded to the responsible party based on a determination that all facets of the rental agreement are satisfied.

VIOLATIONS RESULTING IN LOSS OF DEPOSIT:

1. Damage to facility or grounds - Costs to repair damage caused by the renter will be deducted from the deposit. The renter will be responsible for damages which exceed the deposit.

2. Failure to comply with the facility-specific guidelines, all park rules and City of Lewisville Ordinances could result in the forfeiture of any and all of the deposit and/or ejection from the park.

RENTAL/USE FEES:

- Minimum Rental Hours:** Entire day.
- Other Rental Arrangements:** Rental fee (per day) as specified in the fee ordinance, Sec. 2.201. Park entrance fees are also applicable.
- Rental Fees Due By:** The rental fee must be paid a minimum of 30 days in advance. Reservation payments made the week of the event require approval and shall be paid by cash or credit card (MC-Visa-Discover) only.

CANCELLATIONS:

1. If the reservation is cancelled 30 or more days prior to the event, a cancellation fee (as stated in ordinance Sec. 2.201) will be retained. All other collected funds will be refunded.
2. If cancelled less than 30 days prior to the event, all rental fees will be retained.
3. Outdoor activities are subject to inclement weather. Weather conducive to the season will not be considered a reason for cancellation and refunds will not be issued.

ALCOHOL RELATED REGULATIONS:

1. **1 Alcohol consumption permitted at this facility?** Yes
2. **City permit required to consume alcohol at this facility?** No
3. **Alcohol sales permitted at this facility?** No
4. **Facility-Specific Policy:** If alcohol is to be served, then the responsible party must be at least 21 years of age. Beer, wine and champagne are the only alcoholic beverages permitted. Alcohol may be consumed in Lewisville Lake Park in an area more than 15 feet from the following locations: athletic facilities, including, but not limited to, tennis courts, baseball diamonds, athletic fields and game courts.

FACILITY-SPECIFIC GUIDELINES:

1. **Key Pick-Up:** March – October, the Pavilion key may be picked up at the Lake Park Tollgate on the day of your reservation by showing your rental receipt. The key must be turned in no later than 15 minutes before the tollgate closes. November – February, the Pavilion key(s) may be picked up at the PARD Administration Office, located at 1197 W. Main Street, Lewisville, TX 75067 the day before your weekday reservation or as early as Thursday before your weekend reservation during regular office hours. The key must be turned in the day after your reservation or on Monday for weekend reservations.

2. Parking area is provided. Additional parking for Pike Pavilion is allowed along roadway next to Pavilion.
3. The Conner Pavilion has a capacity of 100 people. The Pike Pavilion has a capacity of 40 people. Any advertised event or event which exceeds capacity shall require a Special Event Permit.
4. The party responsible for reserving the Pavilion is responsible for the actions of guests.
5. Responsible party shall be required to be present at the facility during the entire term of the rental.
6. All fires must be in BBQ grills, smokers or other approved apparatus. One large grill is provided.
7. Glass containers are not allowed in city parks.
8. Live bands or amplified music are not permitted without a special event permit. Appropriate recorded music must be played at a volume which does not disturb any other activities in the park.
9. The Pavilion(s) must be clean, with trash picked up and deposited in proper receptacles at the end of the reservation. Lights must be turned off and doors and gates locked at the end of the reservation.
10. Failure to comply with the above guidelines, all park rules and City of Lewisville Ordinances could result in prohibition of future use of the Pavilions.

HOURS OF AVAILABILITY:

The Pavilion is available for reservation between 7:00 a.m. – 9:00 p.m. March – October and 7:00 a.m. – 5:00 p.m. These hours must include set-up and clean-up time.

FEES:

1. The City of Lewisville fee ordinance contains all fees related to the Lake Park – Conner and Pike Pavilions.

For more information call 972-219-3550 or visit our website at www.playlewisville.com.