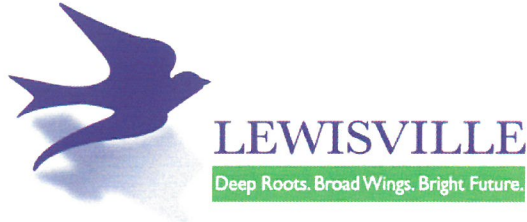


Effective Date: 3/15/2021
Approval: DJB



Lake Park – Group Picnic Areas

FACILITY GUIDELINES

GENERAL INFORMATION:

The Lewisville Parks and Recreation Department (PARD) 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 PARD Administration office, located at 1197 W. Main Street, Lewisville, TX 75067.
- Advance Reservations:** Reservations will be accepted the first working day in January throughout the current calendar year.
- Standing Reservations:** Standing reservations are not allowed at this facility.

DEPOSIT:

- Deposit:** N/A
- Deposit Due:** N/A
- Refund of Deposit:** N/A

VIOLATIONS RESULTING IN LOSS OF DEPOSIT:

1. N/A

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 more than 30 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. **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, 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 Group Picnic Area 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 Group Picnic Area key 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. If the Group Picnic Area is occupied, show the person/group your receipt for the use of the Group Picnic Area and ask them to leave. If they do not comply, you may request assistance from park staff.
3. Each picnic area capacity is no more than 128 people. Any advertised event or event that exceeds capacity shall require a Special Event Permit.
4. The party responsible for reserving the Group Picnic Area(s) 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 or smokers. Available for use are: eight (8) small BBQ grills and 16 picnic tables in each of the two (2) Group Picnic Areas.
7. Glass containers are not allowed in city parks.
8. Live bands or amplified music is 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 Group Picnic Area(s) must be clean of trash and litter 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 picnic areas.

HOURS OF AVAILABILITY:

The Group Picnic Area is available for reservation between 7:00 a.m. and 9:00 p.m. March – October and 7:00 a.m. – 7:00 p.m. November – February. 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 – Picnic Areas.

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