

Effective Date: 5/30/23
Approval: CP



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Frederick P. Herring Parks and Recreation Center – Rental Facility 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: All activities will be schedule through the PARD Administrative Office on a first-come, first-serve basis by telephone at (972) 219-3550 or in-person at the PARD Administration Office, located at 191 Civic Circle, Lewisville, TX 75067. The Frederick P. Herring Parks and Recreation Center may be reserved for a single meeting or a one-time multiple day use.

Advance Reservations: Reservations may be made no more than 12 months in advance and at least 24 hours in advance (under 24 hours requires center manager approval). Same person or organization requests shall be limited to reserving no more than five (5) events per calendar month.

Standing Reservations: Allowed at this facility.

ALCOHOL RELATED REGULATIONS:

1. Alcohol sales permitted at this facility? No
2. Alcohol consumption permitted at this facility? No
3. City permit required to consume alcohol at this facility? N/A

DEPOSIT:

- Deposit:** As stated 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. Failure of the responsible party to attend the entire activity will result in forfeiture of deposit.
2. Damage to facility, grounds and/or furnishings - 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.
3. Use of facility during non-paid times - Any group found in violation of using the facility during non-paid times will lose their deposit or a portion thereof (amount specified in the fee ordinance, Sec. 2.201). Additional fees will be collected if the facility is used during non-paid times that exceeds the deposit at the per hour rental rate (amount specified in the fee ordinance, Sec. 2.201).
4. Failure to leave facility in same condition as start of rental period.
5. 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 facility.
6. Any activation of the alarm system for non-emergencies will result in an administrative fee being deducted from the deposit (amount of which is specified in the fee ordinance).

RENTAL/USE FEES:

- Per Hour Rental Rate:** As stated in the fee ordinance, Sec. 2.201
- Minimum Rental Hours:** 1-hour minimum (hours booked must include time for set up and cleanup) N/A
- Other Rental Arrangements:** N/A

- 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 from the deposit.

2. If cancelled less than 30 days prior to the event, the minimum rental fee and a processing fee (as stated in ordinance, Sec. 2.201) is forfeited.

ALCOHOL RELATED REGULATIONS:

1. Alcohol consumption permitted at this facility? No
2. City permit required to consume alcohol at this facility? No
3. Alcohol sales permitted at this facility? No
4. Facility-Specific Policy: N/A

FACILITY-SPECIFIC GUIDELINES:

1. Use of cameras or photographic equipment of any kind (including but not limited to film cameras, digital cameras, cellular phone cameras, PDA or computer-mounted cameras, internet cameras, etc.) are prohibited in all locker rooms, showers, and restrooms.
2. City and Department sponsored events and activities hold priority in facility scheduling.
3. Space can only be rented for sport/athletic based activity.
4. There is to be no dunking basketballs or hanging on the rims at any time.
5. Gym reservations must be made for a minimum of 1 hour and are scheduled in 30- or 60-minute increments.
6. When participating in free play and athletic contests, non-cleated and non-marring shoes are to be worn. Shoes shall be worn at all times while in the Center unless participant is involved in an organized activity that requires otherwise.
7. Hourly rentals include the necessary time required for set-up and clean up. Set-up and clean up are the responsibility of the group or individual reserving the facility.
8. The renter must be present before guest, individuals or contractors will be permitted in the rental space.
9. The renter will be responsible for the conduct of all participants. All equipment and all persons identified with the reservation will strictly comply with all federal, state, local and City of Lewisville Park and Recreation Department guidelines.
10. Responsible party shall be required to attend the entire activity.
11. Renter is responsible for cleanup of scheduled facilities and surrounding area(s) impacted by the reservation. This includes bathrooms. Failure to do so will result in forfeiture of any future reservation privileges.
12. Equipment, supplies, or personal effects may not be stored or left in the rental space or facility before or after use.
13. Commercial bounce houses are prohibited in the facility.
14. Events will not be allowed to charge admission fees to spectators. Admission for viewing the activity must be open to the public.
15. Charges will be levied for any damage, based upon actual cleaning time (including sticker removal), repair or replacement.
16. Advertising of the event must be reviewed by the City of Lewisville. On-site promotions the day of the event must have approval and cannot be permanently attached. All signage (including stickers) and equipment must be removed at the conclusion of the event.
 - a. Examples of permitted adhesion: blue painters' tape, command strips
17. Equipment that produces special effects such as a smoke machine, fog machine or bubble machine is prohibited.

18. Sound and selection of music from the rental area must not be construed as vulgar or offensive.
19. Sale of refreshments must have prior approval. It is the responsibility of the event coordinator to obtain required food permits from the City of Lewisville Health Department for issuance of temporary food vendor permits.
20. Sale of merchandise must have prior approval. Merchandise sold must be directly related to the event. Merchandise can be sold only at approved locations. No offensive or vulgar merchandise.
21. Any reference to the facility must say Frederick P. Herring Recreation Center. All references to the city location shall be Lewisville, Texas.
22. No alcohol may be consumed in or on the Recreation Centers' property.
23. The possession of firearms and other weapons is governed by state and federal laws.
24. Chewing gum shall be prohibited in the Recreation Centers.
25. Food & drinks are permitted in designated areas.
26. Pets shall not be permitted inside the building unless a service animal.
27. All ball playing (basketball, volleyball, etc.) shall be confined to the gymnasiums and prohibited in the lobby. Balls, or other objects, shall not be thrown, hit or kicked against the walls or ceilings (exception: handball/ racquetball courts with the proper balls).
28. The City of Lewisville is not responsible for theft or damage to personal effects. The office will not be used to secure money or other valuables for any participant.
29. Misuse, abuse or damage to the facility or any equipment shall be grounds for losing the right to use such equipment up to suspension. General rowdiness, fighting and running in non-designated areas shall be prohibited. Loud, profane or abusive language and lewd acts or gestures will not be tolerated.
30. Racquetball/handball courts and the gymnasium shall be made available for rental when not scheduled by staff for recreational programs.

HOURS OF AVAILABILITY:

Frederick P. Herring Parks & Recreation Center

Monday – Friday 7:30 a.m. to 9:00 p.m.

Saturday: 8:00 a.m. to 7:00 p.m.

Sunday: 1:00 p.m. to 6:00 p.m.

FEES:

1. The City of Lewisville fee ordinance Sec 2.201 contains all fees related to the Frederick P. Herring Parks and Recreation Center.

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