



Lewisville Town Council
Regular Meeting Agenda
December 12, 2024 – 6:00 PM
Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

1. Call to Order:

- A. Roll Call
- B. Invocation – Council Member Ken Sadler
- C. Pledge of Allegiance – Mayor Pro Tem Melissa Hunt
- D. Adoption of Agenda

2. Consent Agenda

- A. Resolution 2024-060– Financial statements for four months ended October 31, 2024 ([Attachment #1](#))
- B. Approval of Agenda Briefing Minutes – November 7, 2024 ([Attachment #2](#))
- C. Approval of Regular Meeting Minutes – November 14, 2024 ([Attachment #3](#))

3. Introductions, Recognitions, Presentations and/or Proclamations

- A. Presentations
 - i. Sheriff's Office

4. Public Forum

- A. Residents should register with the Town Clerk and limit their comments to three (3) minutes.
- B. Written comments are also available.

5. New Business

- A. Resolution 2024-061 – Staggered terms
- B. Ordinance 2024-039 – 2024-2025 fee schedule revisions – instructor and planning fees ([Attachment #4](#))
- C. Resolution 2024-063 – City of Winston-Salem agreement – Zoning Board of Adjustment ([Attachment #5](#))
- D. Resolution 2024-064 – Facility fee exemption – Forsyth County Fire Historical Society, Inc. ([Attachment #6](#))
- E. Ordinance 2024-040 – Amending Town Code Chapter 16 – Inclement Weather Policy for facility rentals ([Attachment #7](#))

6. Administrative Reports

- A. Upcoming events and closings
 - i. How the Grinch Stole Christmas, December 13, 6 PM, MAWCC
 - ii. Tree planting at Jack Warren Park, December 14, 9AM-Noon
 - iii. Cardboard recycling, December 20-January 3
 - iv. Town offices closed, December 24-26 and January 1

7. For the Good of the Order

- A. Public Comments
 - i. Residents should limit their comments to three (3) minutes.
 - ii. Written comment forms are also available.
- B. Council Comments

8. Adjournment



**RESOLUTION 2024-060 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTANCE AND APPROVAL OF MONTHLY DISBURSEMENTS**

WHEREAS, the Finance Officer has presented the Town Council with the Revenue Statement Summary and the Encumbrances and Expenditure State Summary of figures for the four months ended October 31, 2024; and

WHEREAS, the Finance Officer did not report any unusual expenditures.

NOW, THEREFORE BE IT RESOLVED THAT the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the four months ended October 31, 2024 and incorporated herein.

Adopted this the 12th day of December 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Town of Lewisville
Financial Budget to Actual Report - General Fund
Four Months Ended October 31, 2024

General Fund

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 3,770,165.00	\$ 588,822.99	\$ (3,181,342.01)	15.62%
Sales Tax Revenue	1,289,255.00	220,061.21	(1,069,193.79)	17.07%
Other Revenues	1,774,885.00	423,706.97	(1,351,178.03)	23.87%
Transfer from ARPA Special Revenue Fund	-	360,454.46	360,454.46	-
Subtotal	6,834,305.00	\$ 1,593,045.63	\$ (5,241,259.37)	23.31%
Appropriation from Fund Balance	405,436.00			
Total	\$ 7,239,741.00			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 314,272.00	\$ 72,139.76	\$ 46,910.99	\$ 195,221.25	37.88%
Administration	1,027,257.00	326,761.28	45,848.11	654,647.61	36.27%
Finance	309,693.00	111,685.35	315.00	197,692.65	36.16%
Debt Service	225,200.00	225,200.00	-	-	100.00%
Planning & Zoning	383,876.00	63,840.68	74,729.18	245,306.14	36.10%
Beautification	130,956.00	32,139.34	92,984.64	5,832.02	95.55%
Community Policing	1,035,720.00	266,285.27	742,635.40	26,799.33	97.41%
Public Works	528,295.00	160,957.50	47,948.08	319,389.42	39.54%
Streets	325,107.00	15,591.03	31,505.00	278,010.97	14.49%
Powell Bill	466,430.00	18,200.00	9,750.00	438,480.00	5.99%
Storm Water	231,157.00	23,266.62	107,385.32	100,505.06	56.52%
Solid Waste	1,605,860.00	350,211.86	-	1,255,648.14	21.81%
Recycling	5,310.00	371.11	-	4,938.89	6.99%
Parks and Recreation	386,781.00	119,941.80	25,672.62	241,166.58	37.65%
Transfers to Willow Run MSD Special Revenue Fund	263,827.00	-	-	263,827.00	0.00%
Transfers to Capital Projects Funds	-	-	-	-	-
Transfers to Capital Reserves	-	-	-	-	-
Total	\$ 7,239,741.00	\$ 1,786,591.60	\$ 1,225,684.34	\$ 4,227,465.06	41.61%

General Fund Balance 7/1/2024	\$ 7,426,640.07
Year-to-Date Increase (Decrease) FY 2024-2025	(193,545.97)
General Fund Balance 10/31/2024	<u>\$ 7,233,094.10</u>

Town of Lewisville
 Financial Budget to Actual Report - Willow Run Municipal Service District
 Four Months Ended October 31, 2024

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 75,016.00	\$ 11,464.33	\$ (63,551.67)	15.28%
Transfers from General Fund	263,827.00	-	(263,827.00)	0.00%
Subtotal	338,843.00	\$ 11,464.33	\$ (327,378.67)	3.38%
Appropriation from Fund Balance	192,872.00			
Total	\$ 531,715.00			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 531,715.00	\$ 19,300.00	\$ 17,500.00	\$ 494,915.00	6.92%
Total	\$ 531,715.00	\$ 19,300.00	\$ 17,500.00	\$ 494,915.00	6.92%

MSD Fund Balance 7/1/2024	\$ 249,781.03
Year-to-Date Increase (Decrease) FY 2024-2025	(7,835.67)
MSD Fund Balance 10/31/2024	<u><u>\$ 241,945.36</u></u>

**Town of Lewisville
October 31, 2024**

Capital Reserve Funds					
	Fund Balance 7/1/2024	Transfers In	Transfers Out	Investment Earnings	Fund Balance 10/31/2024
Sidewalks, Bike Paths, and Greenways Capital Reserve	1,388.16	-	-	23.86	1,412.02
Municipal Buildings/Land Capital Reserve	142,522.09	-	-	2,450.74	144,972.83
Parks & Recreation Capital Reserve	331.15	-	-	5.69	336.84
Total	\$ 144,241.40	\$ -	\$ -	\$ 2,480.29	\$ 146,721.69

American Rescue Plan Act Special Revenue Fund	
American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2021-2022	(1,208,168.14)
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2022-2023	(1,105,602.57)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2023 through June 30, 2024	(1,335,948.56)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2024 through September 30, 2024	(360,454.46)
Investment earnings	171,299.31
American Rescue Plan Act Special Revenue Fund - Cash Balance 10/31/2024	\$ 185,597.08

**Town of Lewisville
October 31, 2024**

Capital Projects Funds - Since Inception									
Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 10/31/2024	Budget	
Gateway Project Capital Project	2,758,646.45	(3,666,932.27)	1,810,901.90	-	121,623.25	-	1,024,239.33	\$ 4,094,108.90	
Community Center Capital Project	100,000.00	(4,804,462.80)	2,947,137.00	-	21,487.00	2,000,000.00	264,161.20	\$ 4,947,137.00	
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	592,263.01	(777,320.91)	560,297.00	-	51,304.73	-	426,543.83	\$ 2,801,485.00	
Jack Warren Park Improvements	42,929.06	(331,365.02)	672,049.00	-	33,473.22	-	417,086.26	\$ 672,049.00	
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	22,827.86	-	376,118.86	\$ 1,766,453.00	
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	13,517.08	-	276,450.08	\$ 1,446,134.00	
Great Wagon Road Improvements	-	-	1,924,545.62	-	56,724.93	-	1,981,270.55	\$ 8,141,999.34	
Public Works Facility	-	(709,533.57)	899,325.47	-	15,362.04	-	205,153.94	\$ 1,000,000.00	
Total	\$ 3,493,838.52	\$ (10,289,614.57)	\$ 9,430,479.99	\$ -	\$ 336,320.11	\$ 2,000,000.00	\$ 4,971,024.05	\$ 24,869,366.24	

Lewisville Town Council
Briefing and Action Meeting Minutes
November 7, 2024 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt and Council Members Monte Long, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Operations Manager Brian Moore and Town Attorney Elliot Fus. Council Members Ivan Huffman and Julia Puckett were absent.
- B. Adoption of Agenda – Council Member Long moved to approve the agenda. The motion was seconded by Council Member Sadler and approved unanimously.

2. Items Requiring Council Direction

- A. Facility Use Exemption Request – Lewisville United Methodist Church Preschool – Lewisville United Methodist Church is requesting a facility fee exemption to utilize the G Galloway Reynolds Community Center on December 10, 2024 for a preschool staff Christmas party. Council consensus was to place this on the regular agenda for consideration.
- B. Instructor fees – Mr. Moore shared information related to charging instructor fees to instructors who charge for participation in their program. Staff stressed that they do not want to burden instructors or require them to increase their rates, therefore, staff is recommending a fee of \$10/class. Council consensus was to move forward and bring to Council for consideration in December.
- C. I'm One of the Reasons Lewisville is a Great Place to Live Nomination – Mayor Horn nominated Karen Swart to receive *I'm One of the Reasons Lewisville is a Great Place to Live*. Ms. Swart has shown outstanding community leadership and involvement for more than a decade as president of the Vienna Civic Club. Council consensus was to place this on the regular agenda.

3. Items Requiring Action at Briefing

- A. Resolution 2024-056 - NCDOT agreement for Great Wagon Road (TIP U-5536) additional work - \$556,375 – Manager Tolbert provided history related to the Great Wagon Road project. Previous Councils have requested additional work to include 10-foot sidewalks, conduit for future street lighting and stamped truck aprons with tinted concrete. Although this is a North Carolina Department of Transportation (NCDOT) project, the Town assumes maintenance one year after construction. Council Member Sadler made a motion to approve Resolution 2024-056. Motion was seconded by Council Member Long and passed unanimously. (*Resolution 2024-056 is herein incorporated by reference into the minutes.*)
- B. Ordinance 2024-038 – Amending Budget Ordinance 2024-001 – Public Works building operating expenses - \$14,789 – Council Member Welch made a motion to approve Ordinance 2024-038. Motion was seconded by Council Member Sadler and passed unanimously. (*Ordinance 2024-038 is herein incorporated by reference into the minutes.*)

4. Administrative Reports

A. Town Manager

- i. Project updates – Manager Tolbert updated Council on all Town projects including facility, transportation and organizational. (*Report is incorporated into the minutes.*)
- ii. Forsyth County Sheriff's Foundation facility use exemption date change – September 20, 2025

B. Clerk

- i. Town offices closed, November 11
- ii. Shallowford Square art call deadline, November 27
- iii. Town offices closed, November 28-29
- iv. MAWCC mural art call deadline, December 1
- v. Holiday Open House, December 6, 4:30-6:30 PM, MAWCC
- vi. Christmas Tree Lighting, December 6, 7 PM
- vii. Christmas Parade, December 8, 3 PM
- viii. Blood Drive, December 11, 1-6 PM
- ix. How the Grinch Stole Christmas, December 13, 6 PM, MAWCC

C. Public Works Director

- i. PARTF/Jack Warren Park improvements – Mr. Hanna updated Council on the progress of the PARTF improvements at Jack Warren Park. He noted the disc golf baskets should be installed early December. The Parks and Recreation Committee has a work day scheduled for December 7 to organize the course and clean up new trails.

D. Planning Director

- i. Planning UDO procedures – With the Unified Development Ordinance (UDO) update, staff is evaluating how to improve the process, avoid inadvertent mistakes, and allow some flexibility. Mr. Cochran shared some potential decision making procedures noting specific recommendations will be presented to Council in December. Staff is also working to bring zoning cases in-house effective early 2025.

5. Tentative Agenda Items for Regular Meeting on November 14, 2024

A. Consent Agenda

- i. Resolution 2024-054– Financial statements for three months ended September 30, 2024
- ii. Approval of Agenda Briefing Minutes – October 3, 2024
- iii. Approval of Regular Meeting Minutes – October 10, 2024
- iv. 2025 Meeting Schedule, revised

B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Presentation
 - a. Sheriff's Office
 - b. June 30, 2024 Audit Report – Monty Pendry, Gibson & Company PA

C. Technical Review

- i. Resolution 2025-055 – Technical review for compliance for Shady Brook Acres Subdivision
 - a. No rezoning is required for this subdivision and the plans are consistent with the area. The Planning Board recommends approval.

D. Old Business

E. New Business

- i. Resolution 2024-057 – Technology Policy – North Carolina General Statute 143-85 requires all public agencies adopt a policy by January 1, 2025 governing the use of its networks and devices owned, leased, maintained or otherwise controlled by the Town in terms of

pornography. The Town must also complete an annual report to the State Chief Information Officer and outline what happens when there is a violation.

- ii. Resolution 2024-058 – Fall roadway maintenance contract – \$86,952 – Public Works will be educating residents in areas of the pavement preservation project with door-to-door visits and using door hangers when needed. This process will help keep roads in shape longer.

6. **For the Good of the Order**

A. Council Member Welch inquired about Council Members visiting local high schools.

- 7. **Adjournment** – Council Member Long moved to adjourn the meeting at 7:57 PM. The motion was seconded by Council Member Sadler and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT

**Lewisville Town Council
Regular Meeting Minutes
November 14, 2024 – 6:00 PM
Lewisville Town Hall Council Chambers
6510 Shallowford Road**

1. Call to Order:

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt, and Council Members Ivan Huffman, Monte Long, Julie Puckett, and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Communications Specialist Veronica Leasure and Town Attorney Elliot Fus. Council Member Ken Sadler was absent.
- B. Invocation – Council Member Jane Welch
- C. Pledge of Allegiance – Council Member Ivan Huffman
- D. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Puckett and approved unanimously.

2. Consent Agenda

- A. Resolution 2024-054– Financial statements for three months ended September 30, 2024
- B. Approval of Agenda Briefing Minutes – October 3, 2024
- C. Approval of Regular Meeting Minutes – October 10, 2024
- D. 2025 Meeting Schedule, revised

Council Member Puckett moved to approve the consent agenda items. The motion was seconded by Council Member Welch and approved unanimously. *(Resolution 2024-054 is herein incorporated by reference into the minutes. Revised 2025 meeting schedule is incorporated into the minutes.)*

3. Introductions, Recognitions, Presentations and/or Proclamations

A. Recognition

- A. I’m One of the Reasons Lewisville is a Great Place to Live – Mayor Horn presented Karen Swart with the award, I’m One of the Reasons Lewisville is a Great Place to Live. Ms. Swart has served the Vienna community through Brookstown Church and as Vienna Civic Club president.

B. Presentations

- i. Sheriff’s Office – Sergeant Stringer shared recent call information. Residents were encouraged to look out for each other during the holiday season and not leave packages on their porch.

2024													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	575	657	715	682	605	591	621	698	708	684			
Security Check	277	347	408	368	300	284	351	357	379	359			
Traffic Arrest / Violation	34	38	24	30	25	41	36	32	25	29			314
Alarm	11	1	19	14	16	8	19	12	16	14			130
Priority Call Response Time	5.9	5	5	4.1	5.4	4.8	5	4.5	5	4.6			49.3
2023													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	872	676	751	758	754	800	734	769	477	675			575
Security Check	570	396	136	446	442	518	388	464	207	338			
Traffic Arrest / Violation	49	47	51	75	41	35	30	72	26	32			
Alarm	17	23	23	22	15	20	7	7	9	20			
Priority Call Response Time	5.2	3.6	5.2	5.3	5.9	5	4.1	4.1	6	6			

- ii. June 30, 2024 Audit Report – Monty Pendry, Gibson & Company PA – Mrs. Orrell outlined key financial aspects of the 2023-2024 fiscal year. Mr. Pendry reported the Town received an unmodified (clean) opinion for the 2023-2024 fiscal year audit. Council expressed their appreciation to Mrs. Orrell. *(Powerpoint presentation is herein incorporated into the minutes.)*

4. Public Forum

5. Technical Review

- A. Resolution 2024-055 – Technical review for compliance – Shady Brook Acres subdivision – Shady Brook Acres is a proposed major subdivision in a RS-9 zoning district and no zoning change is required. The project consists of fifty-six residential lots on 25.37 acres +/- . Council Member Huffman moved to approve Resolution 2024-055. The motion was seconded by Council Member Puckett and motion passed unanimously. *(Resolution 2024-055 is herein incorporated by reference into the minutes.)*

6. New Business

- A. Resolution 2024-057 – Technology Policy – North Carolina General Statute 143-85 requires all public agencies adopt a policy by January 1, 2025 governing the use of its networks and devices owned, leased, maintained or otherwise controlled by the Town in terms of pornography. The Town must also complete an annual report to the State Chief Information Officer and outline what happens when there is a violation. Council Member Welch moved to approve Resolution 2024-057. The motion was seconded by Council Member Long and motion passed unanimously. *(Resolution 2024-057 is herein incorporated by reference into the minutes.)*
- B. Resolution 2024-058 – Fall roadway maintenance contract – \$86,952 – Council Member Long moved to approve Resolution 2024-058. The motion was seconded by Council Member Puckett and motion passed unanimously. *(Resolution 2024-058 is herein incorporated by reference into the minutes.)*
- C. Resolution 2024-059 – Facility Use Exemption – Lewisville United Methodist Church Preschool – Lewisville United Methodist Church Preschool has requested the use of G Galloway Reynolds Community Center on December 10, 2024. Council Member Puckett moved to approve Resolution 2024-059. The motion was seconded by Mayor Pro Tem Hunt and motion passed unanimously. *(Resolution 2024-059 is herein incorporated by reference into the minutes.)*

7. Administrative Reports

- A. Upcoming events and closings
 - i. Shallowford Square art call deadline, November 27
 - ii. Town offices closed, November 28-29
 - iii. MAWCC mural art call deadline, December 1
 - iv. Holiday Open House, December 6, 4:30-6:30 PM, MAWCC
 - v. Christmas Tree Lighting, December 6, 7 PM
 - vi. Christmas Parade, December 8, 3 PM
 - vii. Blood Drive, December 11, 1-6 PM
 - viii. How the Grinch Stole Christmas, December 13, 6 PM, MAWCC
- B. Approvals at the Briefing and Action Meeting on November 7, 2024
 - i. Resolution 2024-056 - NCDOT agreement for Great Wagon Road (TIP U-5536) additional work - \$556,375
 - ii. Ordinance 2024-038 – Amending Budget Ordinance 2024-001 – Public Works building operating expenses - \$14,789

8. **For the Good of the Order**

A. Public comments

B. Council comments

- i. Mayor Horn noted that over the last few years Council has discussed issues at the Lewisville Fire Department. Chief Needham has requested to meet with the Council. Council consensus was to have a called meeting on December 11, 2024, 6PM in the Great Wagon Room at Mary Alice Warren Community Center.

9. **Adjournment** – Council Member Long moved to adjourn the meeting at 7:07 PM. The motion was seconded by Council Member Huffman and motion passed unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT



STAFF REPORT

ITEM:	ORDINANCE 2024-039 – 2024-2025 FEE SCHEDULE REVISION
SUBJECT:	AMENDMENTS TO PLANNING APPLICATION FEES
PREPARED BY:	LYNN COCHRAN, PLANNING DIRECTOR
DATE SUBMITTED:	NOVEMBER 25, 2024

BACKGROUND/SUMMARY:

Shortly after the beginning of 2025, the Lewisville Planning Department will assume management of the processes for the Lewisville Zoning Board of Adjustment (ZBOA). These are currently managed by the Winston-Salem/Forsyth County Planning Department as part on an interlocal agreement. Because of this change, the Town must determine the fees necessary for the principal types of matters handled by the ZBOA – special use permits, variances and appeals of administrative decisions.

In determining the amounts of these fees, the Planning Director reviewed the schedule of fees for 16 towns and cities, including those similar to Lewisville in both proximity and character. The amounts below reflect the recommended fee for each application type based on the median fee among those towns that were researched and based on an assessment of the general amount of staff time and effort needed to oversee the management of applications for these types of matters. (The overall range varied roughly between \$200 and \$1,200.)

Also, the Planning Director recommends renaming and reorganizing some elements of the current schedule of Planning & Zoning fees to reflect more accurately the terminology and procedures of the Lewisville UDO and G.S. 160D. There are no recommended changes to the amounts of existing fees.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Additions to the Lewisville Schedule of Planning Fees

- Special Use Permit Applications: \$500
- Variance Applications: \$350
- Appeal of an Administrative Decision: \$350

FISCAL IMPACT:

The amounts of the new fees are intended to reflect the cost of printing and mailing any required notices, plus a reasonable amount to cover staff time & effort in researching application requests, preparing reports & materials for reviewing boards, answering public inquiries/questions, posting necessary signs, and attending/taking part in meetings.

ATTACHMENT(S):

Ordinance 2024-039 – 2024-2025 Fee Schedule Revisions



**ORDINANCE 2024-039 OF THE LEWISVILLE TOWN COUNCIL
AMENDING BUDGET ORDINANCE 2024-001 FEE SCHEUDLE**

NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL amends the attached 2024-2025 fee schedule to reflect instructor, planning, and zoning fees.

Adopted this the 12th day of December 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT

**APPENDIX C
FEE SCHEDULE**

Resource			Account Number
Town Code Chapter 16			
Facility Rental and Associated Fees			
G. Galloway Reynolds Community Center			
	Fees for 4 Hours	Surcharge	
Comm Ctr: Flr 1 or 2 - Resident	\$35		10-00-3343-4002
Comm Ctr: Flr 1 or 2 - Non-Resident	\$35	\$100	10-00-3343-4002
Comm Ctr: Flr 1 w/ kitchen - Resident	\$55		10-00-3343-4002
Comm Ctr: Flr 1 w/ kitchen - Non-Resident	\$55	\$100	10-00-3343-4002
Comm Ctr: Entire Bldg w/ Kitchen - Resident	\$85		10-00-3343-4002
Comm Ctr: Entire Bldg w/ Kitchen - Non -Resident	\$85	\$100	10-00-3343-4002
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		

Hank Chilton Pavilion at Shallowford Square	Fees for 4 Hours	Surcharge	
Town Square Pavilion - Resident	\$35		10-00-3343-4003
Town Square Pavilion - Non-Resident	\$35	\$100	10-00-3343-4003
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
Jack Warren Park Pavilion	Fees for 4 Hours	Surcharge	
Jack Warren Park Pavilion - Resident	\$35		10-00-3343-4004
Jack Warren Park Pavilion - Non-Resident	\$35	\$100	10-00-3343-4004
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			

Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
Mary Alice Warren Community Center	Fees for 4 Hours	Surcharge	
Shallow Ford Multi-Purpose Room - Resident	\$200		10-00-3343-4005
Shallow Ford Multi-Purpose Room - Non-Resident	\$200	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Lewisville Multi-Purpose Room - Resident	\$300		10-00-3343-4005
Lewisville Multi-Purpose Room - Non-Resident	\$300	\$100	10-00-3343-4005
(Additional hours are priced at \$75 per hour.)			
Vienna Multi-Purpose Room - Resident	\$200		10-00-3343-4005
Vienna Multi-Purpose Room - Non-Resident	\$200	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			

Shallow Ford Multi-Purpose Room w/ Kitchen - Resident	\$275		10-00-3343-4005
Shallow Ford Multi-Purpose Room with Kitchen - Non-Resident	\$275	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Magnolia Activity Room - Resident	\$100		10-00-3343-4005
Magnolia Activity Room - Non-Resident	\$100	\$100	10-00-3343-4005
(Additional hours are priced at \$25 per hour.)			
Great Wagon Conference Room - Resident	\$25 per hour (no minimum hour requirement)		10-00-3343-4005
Great Wagon Conference Room - Non-Resident	\$25 per hour (no minimum hour requirement)	\$100	10-00-3343-4005
Kitchen	\$75		10-00-3343-4005
Refundable cleaning deposit (per room)	\$300		10-00-2160-1000
Amenities requested as needed - EXTRA - to be determined per rental			
Damages (fee to be determined by cost of damage and/or repair)			

Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
Event Fees			
Parks and Recreation Program Fees			
Fee to be determined by cost of program			10-00-3302-3001
Instructor fees		\$10 per class (when instructor charges a participant fee)	10-00-3343-4006
Planning & Zoning Fees			
Re-Zoning Petitions & Development Fees *			
General Use All Districts Rezoning - General District	\$1,200		10-00-3352-4000
Special Use District Zoning Rezoning - Conditional District	\$1,500		10-00-3352-4000
Zoning Text Amendment UDO Text Amendment	\$900		10-00-3352-4000
Amending Uses Amending Conditional Zoning Uses	\$900		10-00-3352-4000
Planning Board Review (Other than Rezoning)	\$600		10-00-3352-4000
Special Use Permit by Elected Body	\$1,100		10-00-3352-4000
ZBOA Special Use Permit	\$500		10-00-3352-4000
ZBOA Variance	\$350		10-00-3352-4000

ZBOA Appeal of Administrative Decision	\$350		10-00-3352-4000
Site Plan Approval Major (5-acre or greater)	\$1,500		10-00-3352-4000
Site Plan Approval Minor (less than 5 acres)	\$1,000		10-00-3352-4000
Site Plan Amendment Major Site Plan Amendment - Board Review	\$500		10-00-3352-4000
Staff and Minor Changes Minor Site Plan Amendment - Administrative	\$150		10-00-3352-4000
Zoning Certification Letter	\$25		10-00-3352-4000
Subdivision Fees			
Subdivision Major (final plat)	\$1,500		10-00-3352-4000
Subdivision Minor (final plat)	\$500		10-00-3352-4000
Recombination Plat—Exception Exempt Plat (Final Plat)	\$175		10-00-3352-4000
Planning Staff Sub-Division Denial Appeal	\$50		10-00-3352-4000
Driveway Permit Fees			
Residential	\$50		10-00-3352-4000
Commercial	\$250		10-00-3352-4000
Map Printing & Other Planning & Zoning Fees			
Zoning Board of Adjustment Fees & Inspection Fees (See Winston-Salem Fee Schedule)			
Land Use, Zoning, and Special Map Copies	\$25		10-00-3352-4000

Miscellaneous Planning & Zoning Publications:	<i>Per Page</i>		
Black & White	\$0.02		10-00-3352-4000
Color	\$0.05		10-00-3352-4000
Outside Vendor Copy	Cost		10-00-3352-4000
Street Name Change (resident initiated)	\$200 + Cost		10-00-3352-4000
Street Closing Request (resident initiated)	\$400		10-00-3352-4000
Temporary Sign Permits	\$35		10-00-3328-0000
Storm Water Fees			
Review - No BMP Required			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$40		10-00-3329-0000
Resubmittal:			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$40		10-00-3329-0000
Review - BMP Required			
1st Disturbed Acre	\$250		10-00-3329-0000

Each additional disturbed acre	\$100		10-00-3329-0000
Per Quantity BMP	\$500		10-00-3329-0000
Resubmittal:			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$100		10-00-3329-0000
Per Quantity BMP	\$500		10-00-3329-0000
Non-Review Administration Fee Less Than 1 acre	\$200		10-00-3329-0000
Miscellaneous Fees			
MSD Fishing License for other Lewisville Residents	\$100		10-00-3839-8000
Town Code Chapter 17			
Abandoned, Hazardous, Junked Vehicles (see towing company fees)			
Town Code Chapter 43			
Tall Grass Nuisances (mowing) administrative fee	\$50		10-00-3839-8000
Tall Grass Nuisances (mowing) contractor abatement			
Operator	\$100 per hour		10-00-3839-8000

Equipment	\$100 per hour		10-00-3839-8000
Nuisances - Attorney Fees (per incident)			
Bulky Item Removal			
Long Bed Pick-Up Truck Load	\$100		10-00-3839-8000
6'x12' Trailer	\$275		10-00-3839-8000
Combined Use of Truck and Trailer	\$375		10-00-3839-8000
Photo Copies:	<i>Per Page</i>		
Black & White	\$0.02		10-00-3839-8000
Color	\$0.05		10-00-3839-8000
Outside Vendor Copy	Cost		10-00-3839-8000
Comprehensive Plan Copy (1 copy per household for residents - free)	\$25		10-00-3839-8000
Lewisville Street Map	\$3		10-00-3839-8000
Paver Bricks (Shallowford Square)	\$150		10-00-3841-8000
Tree Honoraries/Memorials (Jack Warren Park)	\$300		10-00-3841-8000
Bench Honoraries/Memorials (Jack Warren Park)	\$600		10-00-3841-8000

Check Returned for Insufficient Funds	\$36		10-00-3839-8000
Thumb Drive Fee	\$10		10-00-3839-8000
Budget Copies (1 copy per household for residents - free)	\$3		10-00-3839-8000
Permit Application Fee for Itinerant Merchants and Peddlers	\$10		10-00-3125-0001
<i>A Gardner's Guide to Landscaping and Plants</i> by the Beautification Committee	\$5		10-00-3839-8000
Board of Election filing fee for the offices of Mayor and Council Member payable to the Forsyth County Board of Elections	\$5		
Traffic Control Measures (See Policy)			10-00-3303-3000
Pedestrian Crossing Treatments (See Policy)			10-00-3303-3000

* Fee includes posting of signs on the property, legal advertising and, if applicable, the mailing of letters to adjoining property owners.

DRAFT



**RESOLUTION 2024-063 OF THE TOWN OF LEWISVILLE
AMENDMENT TO INTERLOCAL AGREEMENT WITH CITY OF WINSTON-SALEM**

WHEREAS, the Town of Lewisville desires to oversee administration of the Town's Zoning Board of Adjustment; and,

WHEREAS, the Town of Lewisville and the City of Winston-Salem entered into an Interlocal Agreement in 2008;

WHEREAS, the Town of Lewisville no longer wishes to outsource Zoning Board of Adjustment-related services to the City of Winston-Salem;

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Mayor is authorized to enter into an amendment to the Interlocal Agreement with the City of Winston-Salem allowing the Town of Lewisville to oversee administration of the Town of Lewisville's Zoning Board of Adjustment effective January 1, 2025. Such amendment shall be in a form acceptable to the Town Attorney which sufficiently accomplishes the following intended revisions to the Interlocal Agreement.

2. **Services provided by City.** The city will provide the following services to the Town:

- a. Investigation of complaints and enforcement of the Town's zoning ordinance when violations thereof are brought to its attention by a citizen or official of the Town.
- b. Enforcement of the Town landscape ordinance through permitting and site inspections.
- c. Enforcement of the Town zoning ordinance for new construction by plan review and site inspections.
- ~~d. Administration of the Town Zoning Board of Adjustment, including but not limited to, taking applications for meetings, preparing advertisements and agendas for meetings, providing staff for meetings and training of board members.~~
- ~~e. Providing staff to attend Town Planning Board meetings and Town Council meetings as required.~~
- f. Enforcement of special use zoning requirements.
- g. All enforcement and administrative services will be provided at a service level equal to that provided to officials, staff, and citizens of the City.

- h. All work will be performed in the office of the Inspections Division located at 100 E. First Street, Suite 328, ~~except that Zoning Board of Adjustment meetings will be conducted at a place specified by Lewisville. Planning Board and Town Council meetings will be attended where held.~~
- i. Any fees or civil penalties collected on account of the services provided by the City hereunder shall be retained by the City, provided that any fee collected by the City that pertains to a service peculiar to the Town Unified Development Ordinance shall be remitted to the Town of a quarterly basis.

3. Services provided by the Town. The Town will provide to the City:

- a. Compensation. The Town shall pay to the City for the services enumerated in paragraph 2 above based upon the number of hours worked in providing those services at a rate equal to the hourly rate earned by those persons providing service plus fringe benefits times an overhead factor of two (2) for hours worked between 7:45 a.m. and 4:45 p.m. [the “base rate”] and the base rate times one and one-half (1.5) for hours worked after 4:45 p.m. Services will be billed quarterly and due upon receipt.
- b. The services of an attorney to prosecute zoning violation cases, ~~to provide council to the Zoning Board of Adjustment~~ and to provide counsel to the inspections staff on matters related to zoning and the Zoning Board of Adjustment.
- c. ~~The meeting place and required equipment for conduction Zoning Board of Adjustment meetings.~~
- d. ~~The Town will be responsible for producing minutes of the Zoning Board of Adjustment meetings unless the parties mutually agree that that service shall be provided by the City.~~

7. Personnel; Duties of City Director of Inspections. Each party to this Agreement shall be responsible for appointing its own personnel to implement its own duties and obligations under this Agreement. The Director of Inspections of the City ~~shall be designated as the Zoning Officer for the Town~~ and shall also be responsible for the administration of the Erosion Control Section of the Unified Development Ordinances for the Town.

Adopted this the 12th day of December 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**RESOLUTION 2024-064 OF THE LEWISVILLE TOWN COUNCIL
FACILITY FEE EXEMPTION FOR FORSYTH COUNTY FIRE HISTORICAL SOCIETY, INC.**

WHEREAS, a Facility Use Exemption Policy for parks and recreation facilities is outlined in Town Code Chapter 16-14; and,

WHEREAS, the Forsyth County Fire Historical Society, Inc. holds an annual fundraiser to preserve the history of all Forsyth County fire departments; and,

WHEREAS, Forsyth County Fire Historical Society, Inc. has reserved multiple rooms at the Mary Alice Warren Community Center for their annual fundraiser on October 4, 2025.

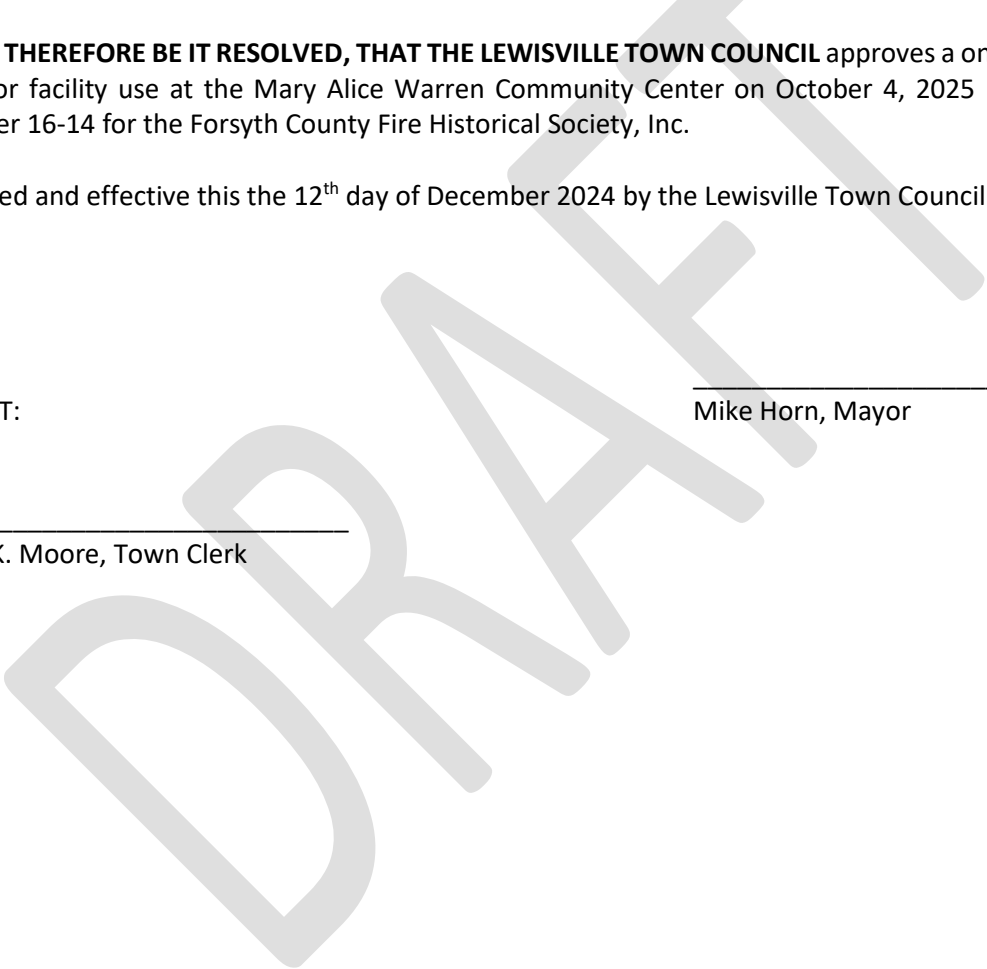
NOW, THEREFORE BE IT RESOLVED, THAT THE LEWISVILLE TOWN COUNCIL approves a one-time reduced rate for facility use at the Mary Alice Warren Community Center on October 4, 2025 per Town Code Chapter 16-14 for the Forsyth County Fire Historical Society, Inc.

Adopted and effective this the 12th day of December 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk





**ORDINANCE 2024-040 OF THE LEWISVILLE TOWN COUNCIL
AMENDING CHAPTER 16 OF THE LEWISVILLE TOWN CODE FOR
PARKS, RECREATION AND CULTURAL DEVELOPMENT**

WHEREAS, the Lewisville Town Council adopted Ordinance 2007006 enacting a code of ordinances which revised, amended, restated, codified and compiled existing ordinances on March 8, 2007 with the understanding that chapters will need to be updated; and,

WHEREAS, changes in the status of Town facilities necessitate amendments to the Parks, Recreation and Cultural Development policies; and,

WHEREAS, Town Code Chapter 16 is being amended to address rental reservations at G. Galloway Reynolds Community Center, Jack Warren Park, Mary Alice Warren Community Center and Shallowford Square interrupted by inclement weather as indicated below and in the attached redlined version:

If a reservation is interrupted by inclement weather, the renter may choose to receive a full refund or request a reservation voucher. A refund or reservation voucher must be requested within 5 business days of the original rental date and vouchers are to be used within one year of the original rental date. The voucher is only applicable to a rental of similar nature including the facility/rooms to be rented, number of hours of original rental, number of attendees, etc. Inclement weather days will be confirmed by the National Weather Service declaring an emergency or severe warning, or by the Town Manager or his/her designee.

NOW, THEREFORE BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL that Chapter 16 Article 2 of the Lewisville Town Code is amended as noted. It is the intent of the Lewisville Town Council that the provisions of this ordinance shall be made a part of the Town of Lewisville Town Code; the sections of this ordinance may be re-numbered or re-lettered; and, the word 'ordinance' may be changed to 'section', 'article', 'chapter' or other appropriate designation to accomplish such intention as needed.

Adopted and enacted this the 12th day of December 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

ARTICLE 2: POLICIES

§ 16-12 G. GALLOWAY REYNOLDS COMMUNITY CENTER OPERATING POLICIES.

A. *General policy statement.* The Town of Lewisville desires that community recreational facilities be used for the benefit of its residents, the enjoyment of family-oriented activities, and the enrichment of the town's culture.

B. *Basic policy.* The Lewisville Town Council desires to continue the historical use of the G. Galloway Reynolds Community Center in as much as is practical and beneficial to the town. In order to establish authorization and fees for use of this public facility, the Town Council directs the Town Manager to maintain standard policies and procedures designed to accommodate fair consideration of all requests for use of the facility.

C. *Non-discrimination policy.* These facilities are available to all persons without discrimination on the basis of race, national origin, sex, religion, age, or disability.

D. *Historical use.* In 1978, the G. Galloway Reynolds Community Center was built by the Lewisville Community Center Board, Incorporated, as the Lewisville Community Center. The Center was built to serve as a civic building for the Lewisville community, Forsyth County, North Carolina, to be used principally by nonprofit, charitable organizations, such as the Lewisville Civic Club, school groups, garden clubs, scouting groups, and other such organizations whose activities benefit the community at large, in order to assist the organizations in the performance of their charitable functions. (Articles of Incorporation of Lewisville Community Center, Inc., 03-08-1976)

E. *User fees.* Fees for renting the G. Galloway Reynolds Community Center are set annually in the budget. Fees are required upon rental application submission. If the Community Center requires janitorial service or repair work attributable to the user's abuse, the cleaning deposit will be forfeited. If damage exceeds the deposit, additional costs will be incurred by the renter/user.

F. *User fee exemptions.* Nonprofit organizations and government organizations are exempt from the payment of user fees and deposits. Cleaning and damage fees are not exempt. If the facility is left unclean or damaged, the organization will be assessed a cost. For additional information on the requirements for exemption from user fees and deposits, refer to § 16-14 of the Town Code.

G. *Contracts.* All users of the G. Galloway Reynolds Community Center are required to execute the town's standard rental application/agreement prior to their use of the Center. The agreement includes an indemnity holding the town harmless from any and all liability caused by the user's negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined, on a case by case basis, by the Town Manager or designee. No sub- contracting is allowed.

H. *Priority of use.* The Town of Lewisville will have the first opportunity, at the beginning of each fiscal year, to reserve the Community Center for its programs, followed by scouting organizations, the Lewisville Civic Club, and other recurring, nonprofit, or government users. Users can reserve the facility, based on availability, on a first come, first served basis. The town reserves the right to suspend usage for maintenance.

I. *Reservations.* Those desiring use of the G. Galloway Reynolds Community Center must fill out a rental application and submit it, with appropriate fees, to an official at Town Hall. Reservation dates and times may be changed by renters/users prior to the event, subject to availability. Refunds will be given according to the Cancellation Policy. Exempt organizations and paid reservations have priority over non-reserved use.

1. If reservations are made by an organization, all fees must be paid by the organization and a responsible party named. Refunds will be refunded to the organization.
2. If reservations are made by an individual, all fees must be paid by that individual and that individual is the responsible party. Refunds will be refunded to that individual.

J. *Recurring use.*

1. Groups requiring recurring use may submit a request to the scheduling office (Town Hall Office Manager/Events Coordinator) stating the need for a recurring reservation and 3 choices of meeting times. The Town Manager or designee may approve recurring requests after considering the impact on the previously approved uses and future potential needs. Recurring uses may be approved for up to 1 year and may be renewed annually. The regular request and approval cycle is as follows:

Requests submitted/received	June or November
Recurring use schedule approved	July or December
Recurring use schedule effective	August 1 through July 31 or January 1 through December 31

2. Out of cycle requests may be submitted at any time, however other pre-approved uses will not be altered to accommodate the out of cycle requests.

K. *G. Galloway Reynolds Community Center rules.*

1. G. Galloway Reynolds Community Center patrons will be responsible for properly disposing of their trash in the outside trash receptacles and replacing liners in the inside trash receptacles.
2. G. Galloway Reynolds Community Center patrons will be responsible for properly disposing of their recyclable material in the bin(s) provided.
3. Possession of controlled substances is strictly forbidden and consumption of all alcoholic beverage is strictly prohibited unless any required ABC permit has been obtained and prior authorization received from the town. A copy of the ABC permit must be provided to the town at least 30 days prior to the date of rental. The requirements of all ABC rules and regulations and state laws regarding possession and distribution of alcoholic beverages must be met. See the town's Alcohol Beverage Policy.
4.
 - a. Music that disturbs neighboring property owners and/or residents is prohibited.
 - b. All music must end at 10:00 p.m.
5. No vending is allowed unless authorized by the Town Manager or designee.
6. Fees may not be charged to enter the facility.
7. Solicitation of other patrons (not participating in the user's activities) is prohibited.
8. Users are expected to be aware of and to obey all other appropriate and applicable laws concerning public conduct and safety during their use of the G. Galloway Reynolds Community Center.
9. Offensive behavior or excessive noise that is a nuisance to other users in the facility or surrounding neighbors is prohibited.

10. Maximum occupancy for the first floor is 48 and 16 for the second floor meeting room.
11. Tables and/or chairs are not to be removed from the building.
12. Tables should be covered for any usage.
13. Only battery operated candles are allowed.
14. Floor cleaning materials are in the storage room and spills should be cleaned promptly.
15. Trash can liners are also in the storage room. All trash is to be placed in can liners and the liners removed and placed in the outside receptacles.
16. a. Upon entry, building anomalies should be immediately reported to Town Hall. (8:00 a.m. - 5:00 p.m., Monday - Friday, (336) 945-5558 and weekends see numbers listed on rental application.)
b. Provide a photo if possible.
17. If renting the second floor, realize that our senior workout room is next door. The senior room is for senior residents only. Please do not allow children access to this room.
18. Please relay G. Galloway Reynolds Community Center rules to all participants.
19. Do not prop open outside doors. The building is heated and air conditioned. This puts an unnecessary burden on the heating/cooling system and will cause the system to fail.
20. Do not apply tape or adhesive to walls or ceiling tiles.
21. Do not drive anything such as nails or screws into walls.
22. Do not interfere/interrupt other users unless you are scheduled for use of that space at that time.
23. Entrance key codes are to remain confidential and should not be given to unauthorized users.
24. Guns and other weapons are prohibited.
25. Smoking is prohibited on the G. Galloway Reynolds Community Center property.
26. Fireworks, pyrotechnics and sparklers are prohibited.
27. Metal detectors and motorized hobby equipment are prohibited.
28. Glass containers are prohibited.

L. *Enforcement of violations.* Violation of G. Galloway Reynolds Community Center rules or abuse of property can result in expulsion with denial of future use and reservation privileges and assessments of costs to clean or repair damages. Rules and regulations are subject to the interpretation of and enforcement by designated town officials and the Forsyth County Sheriff's Department. Appeals may be brought before the Lewisville Parks, Recreation and Cultural Development Board. Appeals will be accepted up to 30 days following the event, must be in writing and must be submitted to the Town Clerk.

M. *Cancellation policy.*

30 days prior to event	Full refund (including cleaning deposit)
15 days to 29 days prior	
Resident	50% of base rental fee
Non-resident	Forfeit surcharge
14 days or less prior	Forfeit all fees paid

If a reservation is interrupted by inclement weather, the renter may choose to receive a full refund or request a reservation voucher. A refund or reservation voucher must be requested within 5 business days of the original rental date and vouchers are to be used within one year of the original rental date. The voucher is only applicable to a rental of similar nature including the

facility/rooms to be rented, number of hours of original rental, number of attendees, etc. Inclement weather days will be confirmed by the National Weather Service declaring an emergency or severe warning, or by the Town Manager or his/her designee.

N. *Commercial use policy.* Renters/users to conduct commercial use is prohibited.

O. Recurring user/renters or user/renters of events open-to-the-public are required to provide a certificate of insurance naming the town as an additional insured unless the organization falls under the umbrella of a national or local charitable organization recognized by the Internal Revenue Service under its § 501(c)(3) and § 501(c)(8) code.

§ 16-13 SHALLOWFORD SQUARE OPERATING POLICIES.

A. *General policy statement.* The Town of Lewisville desires that community recreational facilities be used for the benefit of its residents, the enjoyment of family-oriented activities, and the enrichment of the town's culture.

B. *Basic policy.* In order to establish authorization and fees for use of this public facility, the Town Council directs the Town Manager to maintain standard policies and procedures designed to accommodate fair consideration of all requests for use of the facility.

C. *Non-discrimination policy.* These facilities are available to all persons without discrimination on the basis of race, national origin, sex, religion, age, or disability.

D. *Shallowford Square rules.*

1. Possession of controlled substances is strictly forbidden and consumption of all alcoholic beverages is strictly prohibited unless any required ABC permit has been obtained and prior authorization received from the town. A copy of the ABC permit must be provided to the town at least 30 days prior to the date of rental. The requirements of all ABC rules and regulations and state laws regarding possession and distribution of alcoholic beverages must be met. See the town's Alcohol Beverage Policy.

2. Parents and supervising adults are responsible for the activities and safety of the children they bring to the park. The Town of Lewisville assumes no supervisory responsibility for children at the park.

3. Offensive behavior or excessive noise that is a nuisance to other users in the facility or surrounding neighbors is prohibited.

4. Park patrons will be responsible for properly disposing of their trash and recyclables.

5. Vehicles, trailers and campers are restricted to the parking lots and roadways except in the execution of a town event.

6. a. No vendors are allowed unless authorized by the town. Large event or open-to-the-public renters/users are allowed to have vendors IF a list of vendors is provided to the town.

b. Vendors are allowed to utilize golf type carts for set-up and take-down but the cart cannot be driven through the park during an event.

7. Appropriate food preparation and handling permits must be obtained from the Forsyth County Health Department or other such regulating agency.

8. Fees may not be charged to enter the facility.

9. Solicitation of other patrons (not participating in the user's activities) is prohibited.

10. Users are expected to be aware of and to obey all other appropriate and applicable laws concerning public conduct and safety during their use of the Square.

11. Weighted tents no larger than 20 feet by 30 feet may be erected in the Square in areas designated by town officials for non-town-sponsored events. Using tent stakes to anchor tents is prohibited due to potential damage to electrical conduit or the irrigation system. "Bouncies" and other blow up items are prohibited.

12. The park closes at 10:00 p.m. unless used for a town-authorized event.

13. Fireworks, pyrotechnics and sparklers are prohibited.

14. Skateboards, bicycles, scooters, roller blades and other wheeled recreational devices are restricted to the sidewalks surrounding the park and are not allowed in the Square.

15. Pets are NOT allowed in Shallowford Square, except service animals. Horses and livestock are not permitted in the park.

16. Camping is not allowed unless part of a town-authorized event.

17. a. Music that disturbs neighboring property owners and/or residents is prohibited.

b. All music must end at 10:00 p.m.

E. *Enforcement of violation.* Violation of park rules or abuse of property will result in expulsion with denial of future use and reservation privileges and assessments of costs to clean and repair. Rules and regulations are subject to the interpretation of and enforcement by designated town officials and the Forsyth County Sheriff's Department. Appeals may be brought before the Lewisville Parks, Recreation and Cultural Development Board. Appeals will be accepted up to 30 days following the event, must be in writing and must be submitted to the Town Clerk.

F. *Henry (Hank) Chilton Pavilion (herein referred to as the Pavilion) rules.* The Pavilion is the covered structure located in the center of the park. Reservations guarantee the use of the Pavilion only. They do not guarantee the use of surrounding seating walls. The park itself is open to the public and may not be reserved by any particular group.

1. *Generally.* Users must obey all Shallowford Square rules.

2. *User fees.* Fees for renting the Pavilion are set annually in the budget. Fees are required upon rental application submission. If the Pavilion requires janitorial service or repair work attributable to the user's abuse, the cleaning deposit will be forfeited. If damage exceeds the deposit, additional costs will be incurred by the renter/user.

3. *User fee exemptions.* Nonprofit organizations and government organizations sponsoring public events which are free of admission are exempt from the payment of user fees and deposits. Cleaning and damage fees are not exempt. If the facility is left unclean or damaged, the organization will be assessed a cost. For additional information on the requirements for exemption from user fees and deposits, refer to § 16-14 of the Town Code.

4. *Contracts.* All users of the Pavilion are required to execute the town's standard rental application/agreement prior to their use of the Pavilion. The agreement includes an indemnity holding the town harmless from any and all liability caused by the user's negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined, on a case by case basis, by the Town Manager or designee. No sub-contracting is allowed.

5. *Priority of use.* The Town of Lewisville will have the first opportunity, at the beginning of each fiscal/calendar year, to reserve the Pavilion for its programs. Residents and other user groups can reserve the facility, based on availability, on a first come, first served basis. The town reserves the right to suspend usage for maintenance.

6. *Reservations.* Those desiring use of the Shallowford Square pavilion must fill out a rental application and submit it, with appropriate fees, to an official at Town Hall. Reservation dates and times may be changed by the renters/users prior to the event, subject to availability. Refunds will be given according to the Cancellation Policy. Exempt organizations and paid reservations have priority over non-reserved use.

a. If reservations are made by an organization, all fees must be paid by the organization and a responsible party named. Refunds will be refunded to the organization.

b. If reservations are made by an individual, all fees must be paid by that individual and that individual is the responsible party. Refunds will be refunded to that individual.

7. *Equipment.* The Town of Lewisville does not provide chairs, tables, or podiums. Picnic tables are available.

8. *Plastic ties; tape.* Plastic ties may be used on Pavilion posts but must be removed at the end of the event. Tape may not be used on Pavilion posts. Staples, nails, thumb tacks and screws are not to be used.

9. *Grills.* Grills are prohibited.

10. *Candles.* Only battery operated candles are allowed.

G. *Cancellation policy.*

30 days prior to event	Full refund (including cleaning deposit)
15 days to 29 days prior	
Resident	50% of base rental fee
Non-resident	Forfeit surcharge
14 days or less prior	Forfeit all fees paid

If a reservation is interrupted by inclement weather, the renter may choose to receive a full refund or request a reservation voucher. A refund or reservation voucher must be requested within 5 business days of the original rental date and vouchers are to be used within one year of the original rental date. The voucher is only applicable to a rental of similar nature including the facility/rooms to be rented, number of hours of original rental, number of attendees, etc. Inclement weather days will be confirmed by the National Weather Service declaring an emergency or severe warning, or by the Town Manager or his/her designee.

H. *Commercial use policy.* Renters/users to conduct commercial use is prohibited.

I. User/renters of large events or user/renters of events open-to-the-public are required to provide a certificate of insurance naming the town as an additional insured unless the organization falls under the umbrella of a national charitable organization recognized by the Internal Revenue Service under § 501(c)(3) and § 501(c)(8) of the Internal Revenue Code.

J. *Signage, decorations and promotions.*

1. a. Use of public property for signage is prohibited unless the event is a large event or an event open to the public in which case the signs must conform with Town Code §§ 38-1 and 38-2.

b. Banners for events are to be hung/removed by town staff only on 1 of the information light poles on Shallowford Road. (Dimensions are 24" x 60" finished length. End hems are 4" each sewn.)

2. Decorations in the park are prohibited except when renting the pavilion. No tape, staples, thumb tacks, or screws are to be used, only plastic ties which must be removed after the event.

3. Promotional materials may not be distributed without the approval of the event organizer. The event organizer is responsible for any clean-up.

K. Shallowford Square is closed to all organized events during a town sponsored event.

§ 16-14 FACILITY USE EXEMPTION POLICY.

A. *Purpose.* To establish uniform guidelines for use of town facilities to the benefit of the town, its residents and the operating staff.

B. *Basic policy.* The Town of Lewisville desires that community recreational facilities be used for the benefit of its residents, the enjoyment of family-oriented activities, and the enrichment of the town's culture.

C. *Non-discrimination policy.* These facilities are available to all persons without discrimination on the basis of race, national origin, sex, religion, age or disability.

D. *User fees.* User fees are established annually at the time the annual budget is adopted by the Town Council.

E. *User fee exemptions.* Organizations may be exempted from the payment of user fees and deposits as approved by the Town Council. The exemption shall be in the form of a Town Council ordinance and shall be included in the list of exempted organizations listed elsewhere in this policy. Organizations not listed in the Exemption Policy must pay all fees.

1. Organizations located in the Town of Lewisville that are defined by the Internal Revenue Code as § 501(c)(3) and § 501(c)(8) desiring recurring use may request to be exempted from user fees and deposits by submitting a request for exemption to the Town Council through the Town Manager or his or her designee. Requests for exemption shall be considered at the next regularly scheduled meeting of the Town Council.

2. Organizations serving the residents of the Town of Lewisville as defined below may request to be exempted from user fees and deposits by submitting a request for exemption to the Town Council through the Town Manager or his or her designee. Requests for exemption shall be considered at the next regularly scheduled meeting of the Town Council.

An organization that meets one of the following may be approved by Council:

- a. regularly comes together for the purpose of promoting, providing or supporting services to the Town of Lewisville or its residents;
- b. uses a location within the Town of Lewisville's for its primary service place;
- c. has an office in the Town of Lewisville;
- d. has a majority of Town of Lewisville residents in its service population;
- e. conducts a majority of its activities in the Town of Lewisville; or
- f. focus a significant program in the Town of Lewisville

3. Organizations grandfathered by the Town Council (Lewisville Garden Clubs and Homeowner Associations), non-profit organizations located in the Town of Lewisville that are defined by the Internal Revenue Code as § 501(c)(3) and § 501(c)(8), and government organizations located in the Town of Lewisville are exempt from the payment of user fees and deposits at Shallowford Square, G. Galloway Reynolds Community Center and Jack Warren Park. User fees for exempted users at the Mary Alice Warren Community Center are outlined in § 16-18(F). Cleaning and damage fees are not exempt. If the facility is left unclean or damaged, the organization will be assessed a cost.

4. National or regional organizations located in the Town of Lewisville associated with health, human services or educational issues involving public schools may use a town facility for an event once yearly for the purpose of fund raising and the event shall be exempt from user fees and deposits. These organizations are not exempt from cleaning and damage fees. If the facility is left unclean or damaged, the organization will be assessed a cost.

F. *Contracts.* All users of town facilities are required to execute the town’s standard rental application/agreement prior to their use of a facility. The agreement includes an indemnity holding the town harmless from any and all liability caused by the user’s negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined, on a case by case basis, by staff. No sub-contracting is allowed.

G. *Reservations.* All users are required to reserve the use of town facilities through the Town Hall scheduling office. Reservations are to be approved by the Town Manager or his or her designated representative. Reservations are requested no later than 2 weeks in advance of the required usage. Exceptions may be granted by the Town Manager or his or her designee. Reservations made by an organization must name a responsible party.

H. *Recurring use.*

1. Groups requiring recurring uses may submit a request to the scheduling office (Town Hall Office Manager/Events Coordinator) stating the need for a recurring reservation and 3 choices of meeting days and times. The Town Manager or designee may approve recurring requests after considering the impact on the previously approved uses and future potential needs. Recurring uses may be approved for up to 1 year and may be renewed annually.

2. The regular request and approval cycle is as follows:

Requests submitted/received	June or November
Recurring use schedule approved	July or December
Recurring use schedule effective	August 1 through July 31 or January 1 through December 31

3. Out of cycle requests may be submitted at any time, however other pre-approved uses will not be altered to accommodate the out of cycle requests.

I. *Cancellations.* Non-use of dates by recurring users are to be reported to the scheduling office as early as possible so that the date will be available to other users.

J. *Terms of use.*

1. Exempted users follow the same rules for renters/users for each facility. All Shallowford Square, G. Galloway Reynolds Community Center, Jack Warren Park, and Mary Alice Warren Community Center rules apply. (See § [16-12](#), § [16-13](#), § [16-17](#), and § [16-18](#)).
2. Exemptions requested by organizations, of which the Town of Lewisville is a member, may be approved by the Town Manager or his/her designee. Such exemptions shall be for one-time events and not for recurring use of one or more of the Town's facilities.
3. Exempted organizations (for regular meetings and/or activities):
 - a. Lewisville Civic Club.
 - b. Winston-Salem/Forsyth County Schools (serving Lewisville; limited to 4/year/school)
Lewisville Elementary School, Lewisville Middle School, Reagan High School, Vienna Elementary School, West Forsyth High School
 - c. Boy Scouts of America (local units sponsored by local organizations)
 - d. Girl Scouts of America (local units sponsored by local organizations)
 - e. Lewisville Garden Clubs
 - f. Lewisville Historical Society
 - g. Lewisville Area Arts Council (LAAC)
 - h. Lewisville Branch Library (cooperative agreement with the Forsyth County Library System)
 - i. American Legion
 - j. Homeowner Association (once yearly meetings)
 - k. Vienna Civic Club
 - l. Shepherd's Center
 - m. Rotary Club of Western Forsyth County (events only)
 - n. Forsyth Home Educators (limited to 4 activities/year, no classes)
 - o. Shallow Ford Foundation
 - p. The American Red Cross (blood drives only)
 - q. Lewisville-Clemmons Chamber of Commerce LEADS (weekly meeting at G Galloway Reynolds)
4. Exempt users are required to provide a certificate of insurance naming the town as an additional insured unless the organization falls under the umbrella of a national charitable organization recognized by the Internal Revenue Service under § 501(c)(3) or § 501(c)(8) of the Internal Revenue Code or are grandfathered from the original list.

§ 16-15 SPECIAL EVENTS OPERATING POLICY.

Organizations hosting large events at Shallowford Square are required to meet the following provisions:

A. A site plan for the event will be required and submitted to Town Hall for approval including a time table of arrival and departure of equipment. The site plan includes where and when activities will be conducted, parking, vendor locations and any other required information.

B. Law enforcement may be required depending on the type and size of the event, whether streets are to be closed and/or the duration of the event. The charge per deputy is set by the Sheriff's Department and is on the town's Fee Schedule. A minimum of 2 deputies are required. If deputies are required, it will be the user/renter's responsibility to contact Lewisville Town Hall to make

arrangements. A community policing officer must sign the rental application form confirming law enforcement coverage and that form must be returned to Town Hall 30 days prior to the event.

1. Additional officers will be required for crowds in excess of 300 attendees. The exact number will be based on the crowd size and at the discretion of the Town Manager and/or Lewisville deputies.

2. Events where streets will be closed require at least 2 deputies. Others will be required at the discretion of the Town Manager and/or Lewisville deputies.

3. Events where a crowd of more than 500 is expected, at least 2 deputies are required. The exact number of deputies will be determined at the discretion of the Town Manager based on expected attendance.

C. 1. Portable toilets may be required depending on the size of the crowd expected to attend the event and the duration of the event. Verification of the vendor being used must be provided to Town Hall 1 week prior to the event.

2. Events with crowd estimates that exceed 300 attendees and that will continue for more than 3 hours require portable toilet facilities. The number required is related to the number of attendees and is set at the discretion of the Town Manager.

D. 1. If streets are to be closed, the Lewisville Fire Department must be notified and sign off on such closures. Event organizers should check with fire officials regarding requirements related to tent sizes, fire extinguishers and the need to have emergency personnel in attendance. A Fire Department official also must sign approval on the rental application form.

2. If the crowd is estimated to be 2,000 or more, a medical stand-by must also be approved by the Lewisville Fire Department and the approval submitted along with the site plan.

E. 1. As Shallowford Square is located adjacent to residential property, user/renters are required to keep noise levels as reasonable as possible. The intended audience should be those in Shallowford Square, and not the community at large.

2. *Square operating hours.* The acceptable sound level for events during regular square hours will be 80 decibels with readings taken at the intersection of David McKee Street and Belnette Drive. Based on crowd size and weather conditions, the Town Manager and deputies will have some discretion in determining what constitutes excessive noise. Event organizers may be asked to turn the sound down and noncompliance may result in loss of power.

3. Events must end at 10:00 p.m. unless the event is town-sponsored. If an event is to extend beyond that time, permission to continue must be obtained in advance from the Town Manager. The Town Manager or deputies also will have discretion in determining if the noise level is excessive for the number of attendees and the hour. User/renters will be asked to turn the sound levels down. Not complying may result in an event being shut down.

F. 1. While exempt organizations are allowed to reserve town facilities at no charge, should there be a change of plans and an event cancelled, the town staff should be notified if possible so the facility is available to other users. If the renter notifies the town 2 to 4 weeks in advance, only 1/2 of the fee (based on regular rental rates per hour) will be charged. If the event is cancelled less than 2 weeks in advance, the full fee will be charged. When an event is cancelled due to inclement weather or some other "act of God," no charge will be levied.

2. If the inclement weather is considered a weather emergency, the following persons are authorized to cancel the event: Events Coordinator, Fire Chief, on-site deputy, or Town Manager or designee.

G. The user/renter is responsible, as spelled out in the rental agreement, for all cleanup and repairs. A \$200 cleaning deposit is required unless the user is on the town's exempt list. If the facility is left dirty or in disrepair and the charges exceed the cleaning deposit, the additional funds will be assessed against the user/renter.

H. Organizations or groups who are not charged a rental fee or cleaning deposit to use town facilities are also responsible for cleanup and repairs. Failure to do so will prohibit the user from rent free use of the facility until payment to cover clean up or repair expenses are made.

I. All operating policies for Shallowford Square are in effect.

J. If none of the conditions above apply to your event, the special events rental form will not be required. Copies of the special events rental form are on file at the town office.

K. The term Town Manager as used herein shall include a designee if the Town Manager is not available.

L. All rental applications are available at Town Hall or on the town's website for downloading and printing. Rentals must be made in person.

M. User/renters of large events and user/renters of events open-to-the-public are required to provide a certificate of insurance naming the town as an additional insured unless the organization falls under the umbrella of a national charitable organization recognized by the Internal Revenue Service under § 501(c)(3) or § 501(c)(8) of the Internal Revenue Code.

N. *Signage, decorations and promotions.*

1. a. Use of public property for signage is prohibited unless the event is a large event or an event open to the public in which case the signs must conform with Town Code §§ 38-1 and 38-2.

b. Banners for events are to be hung/removed by town staff only on 1 of the information light poles on Shallowford Road. (Dimensions are 24" x 60" finished length. End hems are 4" each sewn.)

2. Decorations in the park are prohibited except when renting the pavilion.

3. Promotional materials may not be distributed without the approval of the event organizer.

O. Vehicles, trailers and campers are restricted to the parking lots and roadways except in the execution of a town event.

P. Shallowford Square is closed to all organized events during a town sponsored event.

**§ 16-16 PARKS, RECREATION AND CULTURAL DEVELOPMENT OPERATING POLICIES FOR STAFF:
PROPERTY, FACILITY USE AND EVENT POLICIES.**

A. *General policy statement.* The Town of Lewisville desires that community recreational facilities be used for the benefit of its residents, the enjoyment of family-oriented activities, and the enrichment of the town's culture. The goal of the Lewisville Parks, Recreation and Cultural Development program is to provide quality events for Lewisville residents in a cost effective manner. Town Hall and the Town Hall Annex are not available for community or rental event activities.

B. *Basic policy.* In order to establish authorization and fees for use of public facilities, the Town Council directs the Town Manager to maintain standard policies and procedures designed to accommodate fair consideration of all requests for use of the town's facilities.

C. *Non-discrimination policy.* These facilities are available to all persons without discrimination on the basis of race, national origin, sex, religion, age, or disability.

D. *Definitions.*

1. **NON-TOWN-SPONSORED EVENTS.**

a. These are events that are fully paid for, hosted and staffed by either an approved town-exempt organization, other non-profit organization, for profit organization or individual.

b. Use of deputies for these events are to be contracted directly and in compliance with the Sheriff's Office with proof of approval by the Sheriff's Office.

2. **TOWN-SPONSORED EVENTS.** These are events that are paid for and are under the auspices of the town's Parks, Recreation and Cultural Development Board. There are 2 kinds of town-sponsored events:

a. Those events hosted entirely by the town (paid entirely by the town and staffed by town employees).

b. Those events which are paid entirely by the town and for which the town contracts with a vendor but may be run by the town and staffed by the town and/or vendor.

3. **LARGE EVENTS.** Large events as defined here are estimates of 300 or more persons, may only be scheduled at Shallowford Square and/or may be open to the public.

E. *Non-town-sponsored events.* G. Galloway Reynold Community Center Operating Policies and Rules, Shallowford Square Operating Policies and Rules, Facility Use Exemption Policy, Jack Warren Park Operating Policies and Rules, Mary Alice Warren Community Center Operating Policies and Rules, Special Events Operating Policy, § 16-14 and the town's Alcohol Beverage Policy apply.

F. *Town-sponsored events.*

1. The town budgets expenditures for town-sponsored events on a per capita basis through taxes.

2. Corporate sponsorship is not allowed at town-sponsored events.

3. Signage and promotions.

a. Banners and signs may be used to provide information to the public by the town. Banners are to be hung/removed by town staff only on 1 of the information light poles on Shallowford Road. (Dimensions are 24" x 60" finished length. End hems are 4" each sewn.)

b. Only promotional materials associated with the town may be distributed.

4. Vending.

a. Staff provides vending for town-sponsored events unless approved organizations are asked to provide or assist in vending.

b. Only approved organizations are allowed to vend during town-sponsored events.

c. The organization must submit its rental application 30 days prior to a town-sponsored event to make arrangements and must meet all requirements related to concessions being sold and Health Department permits.

d. The organization may not sub-contract vending.

e. The organization may not solicit donations or distribute materials for their organization at a town-sponsored event.

f. The organization is allowed 1 sign to identify themselves. The sign must conform with Town Code §§ 38-1 and 38-2.

- g. Rented food vending trailers are allowed.
- 5. Rules may be established for each town-sponsored and non-town-sponsored event for the health, safety and welfare of staff, participants, residents and any others involved in the event.
- 6. The town may loan specific items on its equipment requisition list to exempt organizations. A staff member must be assigned to work with electronic equipment at the cost of the organization.

G. *General rules.*

- 1. Fires or pyrotechnic devices are prohibited on all town owned property unless part of a town-authorized event. Only town sponsored events are allowed fires or pyrotechnic devices on town owned property. The public's use of these items is prohibited.
- 2. No grills are allowed unless associated with rental of a facility and may not be placed under the pavilion or in or near playground areas.
- 3. Only service animals are allowed on town property.
- 4. No goods, products, promotional or other material, except material expressly associated with an event scheduled for the Shallowford Square pavilion or other facility, may be distributed on town owned property.
- 5. Private golf carts are prohibited for use at Shallowford Square and Jack Warren Park.
- 6. Public safety carts are allowed at the Square.
- 7. Chairs may be placed at the Square on the morning of a performance/event but must be removed after each performance/event (plays, movies, and the like). Any not removed at the end of a performance/event will be removed by town staff. (Since plays have 2 consecutive week-end performances, each day of the week-end will be counted separately.)
- 8. Blankets may not be placed for an event until 5:00 p.m. and must be removed after each performance. Blankets will be removed daily by town staff.
- 9. No propane, generators or flammable liquids are allowed on town owned property without authorization from Town Hall.
- 10. Pavilions are the only rentable areas in the parks.
- 11. Cleaning check lists must be returned within 30 days showing the facility in good condition in order to receive a refund.
- 12. Skateboards, bicycles, scooters, roller blades and other wheeled recreational devices are not allowed on town property.
- 13. Shallowford Square is closed to all organized events during a town sponsored event.

§ 16-17 JACK WARREN PARK OPERATING POLICIES.

A. *General policy statement.* The town desires that community recreational facilities be used for the benefit of its residents, the enjoyment of family-oriented activities, and the enrichment of the town's culture.

B. *Basic policy.* In order to establish authorization and fees for use of this public facility, the Town Council directs the Town Manager to maintain standard policies and procedures designed to accommodate fair consideration of all requests for use of the facility.

C. *Non-discrimination policy.* These facilities are available to all persons without discrimination on the basis of race, national origin, sex, religion, age, or disability.

D. *Jack Warren Park rules.*

1. Possession of controlled substances is strictly forbidden and consumption of all alcoholic beverages is strictly prohibited unless any required ABC permit has been obtained and prior authorization received from the town. A copy of the ABC permit must be provided to the town at least 30 days prior to the date of rental. The requirements of all ABC rules and regulations and state laws regarding possession and distribution of alcoholic beverages must be met. See the town's Alcohol Beverage Policy.

2. Parents and supervising adults are responsible for the activities and safety of the children they bring to the park. The town assumes no supervisory responsibility for children at the park.

3. Offensive behavior or excessive noise that is a nuisance to other users in the facility or surrounding neighbors is prohibited.

4. Park patrons will be responsible for properly disposing of their trash and recyclables.

5. Vehicles are restricted to parking lot and roadway.

6. Fees may not be charged to enter the facility.

7. Solicitation of other patrons is prohibited.

8. Users are expected to be aware of and to obey all other appropriate and applicable laws concerning public conduct and safety during their use of Jack Warren Park.

9. Park operating hours are dawn to dusk.

10. Fires (except in the town provided grill), pyrotechnic devices, and sparklers are prohibited.

11. Bicycles and scooters (non-motorized) are allowed in the park.

12. Pets are NOT allowed in Jack Warren Park, except service animals. Horses and livestock are not permitted in the park.

13. Camping is not allowed.

14. a. Music that disturbs neighboring property owners and/or residents is prohibited.

b. All music must end at 10:00 p.m.

15. Smoking is prohibited on Jack Warren Park property.

E. *Enforcement of violation.* Violation of park rules or abuse of property will result in expulsion with denial of future use and reservation privileges and assessments of costs to clean and repair. Rules and regulations are subject to the interpretation of and enforcement by designated town officials and the Forsyth County Sheriff's Department. Appeals may be brought before the Lewisville Parks, Recreation and Cultural Development Board. Appeals will be accepted up to 30 days following the event, must be in writing and must be submitted to the Town Clerk.

F. *Signage and decorations.*

1. Use of public property for signage is prohibited.

2. Decorations in the park are prohibited unless free standing. No decorations are to be attached to park facilities.

G. *Pavilion rules.* The pavilion is the covered structure located in the center of the park and does not include any authorized tents that may be placed around the pavilion. Reservations guarantee the use of the pavilion only. They do not guarantee the use of surrounding fields. The park itself is open to the public and may not be reserved by any particular group.

1. *Generally.* Users must obey all Jack Warren Park rules.

2. *User fees.* Fees for renting the pavilion are set annually in the budget. Fees are required upon rental application submission. If the pavilion requires janitorial service or repair work attributable to the user's abuse the cleaning deposit will be forfeited. If damage exceeds the deposit, additional costs will be incurred by the renter/user.

3. *User fee exemptions.* Nonprofit organizations and government organizations are exempted from the payment of user fees and deposits. Cleaning and damage fees are not exempt. If the facility is left unclean or damaged, the organization will be assessed a cost. For additional information on the requirements for exemption from user fees and deposits, refer to §§ 16-14 and 16-16 D.3. for Parks, Recreation and Cultural Development Operation Policies for Staff: Property, Facility Use and Event Policies.

4. *Contracts.* All users of the pavilion are required to execute the town’s standard rental application/agreement prior to their use of the pavilion. The agreement includes an indemnity holding the town harmless from any and all liability caused by the user’s negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined, on a case by case basis, by the Town Manager or designee. No sub-contracting is allowed.

5. *Priority of use.* The Town of Lewisville will have the first opportunity, at the beginning of each fiscal/calendar year, to reserve the pavilion for its programs. Residents and other user groups can reserve the facility, based on availability, on a first come, first served basis. The town reserves the right to suspend usage for maintenance.

6. *Reservations.* Those desiring use of the pavilion must fill out a rental application and submit it, with appropriate fees, to an official at Town Hall. Reservation dates and times may be changed prior to the event, subject to availability. Refunds will be given according to the Cancellation Policy. Exempt organizations and paid reservations have priority over non-reserved use.

a. If reservations are made by an organization, all fees must be paid by the organization and a responsible party named. Refunds will be refunded to the organization.

b. If reservations are made by an individual, all fees must be paid by that individual and that individual is the responsible party. Refunds will be refunded to that individual.

c. Events open to the public shall not be scheduled at Jack Warren Park.

7. *Equipment.* The Town of Lewisville does not provide any equipment for park use except the grill and picnic tables.

8. *Plastic ties; tape.* Plastic ties or tape are NOT be used on pavilion posts.

9. *Grills.*

a. No grills are allowed except the grill installed by the town.

b. Dispose of coals in the container provided.

H. *Cancellation policy.*

30 days prior to event	Full refund (including cleaning deposit)
15 days to 29 days prior	
Resident	50% of base rental fee
Non-resident	Forfeit surcharge
14 days or less prior	Forfeit all fees paid

If a reservation is interrupted by inclement weather, the renter may choose to receive a full refund or request a reservation voucher. A refund or reservation voucher must be requested within 5 business days of the original rental date and vouchers are to be used within one year of the original rental date. The voucher is only applicable to a rental of similar nature including the facility/rooms to be rented, number of hours of original rental, number of attendees, etc. Inclement weather days will be confirmed by the National Weather Service declaring an emergency or severe warning, or by the Town Manager or his/her designee.

I. *Commercial use policy.* Renters/users to conduct commercial use is prohibited.

§ 16-18 MARY ALICE WARREN COMMUNITY CENTER OPERATING POLICIES.

A. *Mission statement.* To nurture a sense of community belonging by providing facilities, programs, educational classes, activities and events primarily designed to enhance the lives of Lewisville and neighboring area residents and their families.

B. *General policy statement.* The Town of Lewisville desires that community recreational facilities be used for the benefit of its residents, the enjoyment of family-oriented activities, and the enrichment of the town's culture.

C. *Basic policy.* Use of the Mary Alice Warren Community Center is a practical and beneficial asset to the town. In order to establish authorization and fees for use of this public facility, the Town Council directs the Town Manager to maintain standard policies and procedures designed to accommodate fair consideration of all requests for use of the facility.

D. *Non-discrimination policy.* These facilities are available to all persons without discrimination on the basis of race, national origin, sex, religion, age, or disability.

E. *User fees.* Fees for renting the Mary Alice Warren Community Center are set annually in the budget. Fees are required upon application submission. If the Mary Alice Warren Community Center requires janitorial service or repair work attributable to the user's abuse, the cleaning deposit will be forfeited. If damage exceeds the deposit, additional costs will be incurred by the renter/user.

F. *User fees for exempted users.* Nonprofit organizations and government organizations as listed in § 16-14(J) are exempt from the payment of deposits. Cleaning and damage fees are not exempt. If the facility is left unclean or damaged, the organization will be assessed a cost. Fees to utilize the Mary Alice Warren Community Center by nonprofit and government organizations on the exempt user list in § 16-14(J) are as follows:

1. One room is free when reserved Monday-Thursday.
 - a. An additional room can be reserved at half price.
 - b. The kitchen is not considered an additional room.
2. Friday, Saturday and Sunday rental fees are at half price.

G. *Contracts.* All users of the Mary Alice Warren Community Center are required to execute the town's standard application/agreement prior to their use of the Center. The agreement includes an indemnity holding the town harmless from any and all liability caused by the user's negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined, on a case by case basis, by the Town Manager or designee. No sub-contracting is allowed.

H. *Priority of use.* The Town of Lewisville will have the first opportunity, at the beginning of each fiscal/calendar year, to reserve the Mary Alice Warren Community Center for its programs. Users can reserve the facility, based on availability, on a first come, first served basis. The town reserves the right to suspend usage for maintenance.

I. *Reservations.* Those desiring use of the Mary Alice Warren Community Center must fill out an application and submit it, with appropriate fees, to an official at Town Hall. Reservation dates and times may be changed by renters/users prior to the event, subject to availability. Refunds will be given according to the Cancellation Policy.

1. If reservations are made by an organization, all fees must be paid by the organization and a responsible party named. Refunds will be refunded to the organization.
2. If reservations are made by an individual, all fees must be paid by that individual and that individual is the responsible party. Refunds will be refunded to that individual.
3. Reservations must be made 14 days or more prior to the requested date.
4. All fees and refundable deposits associated with the rental of a town facility must be paid in full within 14 calendar days of receipt of the invoice. No payment plans will be accepted. If payment is not received after the 14-day period, the Town reserves the right to cancel the reservation without notice.

J. *Recurring use.*

1. Authorized program directors requiring recurring use may submit a request to the scheduling office (Town Hall Office Manager/Events Coordinator) stating the need for a recurring reservation and 3 choices of meeting days and times. The Town Manager or designee may approve recurring requests after considering the impact on the previously approved uses and future potential needs. Recurring uses may be approved for up to 1 year and may be renewed annually. The regular request and approval cycle is as follows:

Requests submitted/received	June or November
Recurring use schedule approved	July or December
Recurring use schedule effective	August 1 through July 31, or January 11 through December 31

2. Out of cycle requests may be submitted at any time; however, other pre-approved uses will not be altered to accommodate the out of cycle requests.

K. *Mary Alice Warren Community Center rules.*

1. Mary Alice Warren Community Center patrons will be responsible for properly disposing of their trash in the outside trash receptacles and replacing liners in the inside trash receptacles.

2. Mary Alice Warren Community Center patrons will be responsible for properly disposing of their recyclable material in the bins provided.

3. Possession of controlled substances is strictly forbidden and consumption of all alcoholic beverage is strictly prohibited unless any required ABC permit has been obtained and prior authorization received from the town. A copy of the ABC permit must be provided to the town at least 30 days prior to the date of rental. The requirements of all ABC rules and regulations and state laws regarding possession and distribution of alcoholic beverages must be met. (See the town's Alcohol Beverage Policy.)

4. a. Music that disturbs neighboring property owners and/or residents is prohibited.

- b. All music must end at 10:00 p.m.
5. No vending is allowed unless authorized by the Town Manager or designee.
6. Fees may not be charged to enter the facility.
7. Solicitation of other patrons (not participating in the user's activities) is prohibited.
8. Users are expected to be aware of and to obey all other appropriate and applicable laws concerning public conduct and safety during their use of the Mary Alice Warren Community Center.
9. Offensive behavior or excessive noise that is a nuisance to other users in the facility or surrounding neighbors is prohibited.
10. Maximum occupancy for:
 - a. Shallow Ford Room is on the room seating chart.
 - b. Lewisville Room is on the room seating chart.
 - c. Vienna Room is on the room seating chart.
 - d. Shallow Ford and Lewisville Rooms are on the room seating chart.
 - e. Shallow Ford, Lewisville and Vienna Rooms are on the room seating chart.
 - f. Magnolia Activity Room is on the room seating chart.
 - g. Great Wagon Conference/Meeting Room is on the room seating chart.
11. Tables and/or chairs are not to be removed from the building.
12. Tables should be covered for any usage.
13. Only battery operated candles are allowed.
14. Floor cleaning materials are in the storage room and spills should be cleaned promptly.
15. Trash can liners are also in the storage room. All trash is to be placed in can liners and the liners removed and placed in the outside receptacles.
16.
 - a. Upon entry, building anomalies should be immediately reported to Town Hall. (8:00 a.m. - 5:00 p.m., Monday - Friday, (336) 945-5558, and weekends see numbers listed on rental application.
 - b. Provide a photo if possible.
17. Use of latex balloons is prohibited.
18. Please relay Mary Alice Warren Community Center rules to all participants.
19. Do not prop open outside doors. The building is heated and air conditioned. This puts an unnecessary burden on the heating/cooling system and will cause the system to fail.
20. Do not apply tape or adhesive to walls or ceiling tiles.

21. Do not drive anything such as nails or screws into walls.
22. Do not interfere/interrupt other users unless you are scheduled for use of that space at that time.
23. Entrance key codes are to remain confidential and should not be given to unauthorized users.
24. Guns and other weapons are prohibited.
25. Smoking is prohibited on the Mary Alice Warren Community Center property.
26. Fireworks, pyrotechnics and sparklers are prohibited.
27. Metal detectors and motorized hobby equipment are prohibited.
28. Glass containers are prohibited.
29. Do not move patio furniture into the building.
30. Glitter and confetti are prohibited.
31. All outside rentals of items (i.e. tables, chairs, etc.) to be brought into Mary Alice Warren Community Center must be approved by Town staff prior to the event. Requests must be made no less than 14 calendar days prior to the reservation.

L. *Enforcement of violations.* Violation of Mary Alice Warren Community Center rules or abuse of property can result in expulsion with denial of future use and reservation privileges and assessments of costs to clean or repair damages. Rules and regulations are subject to the interpretation of and enforcement by designated town officials and the Forsyth County Sheriff's Department. Appeals may be brought before the Lewisville Parks, Recreation and Cultural Development Board. Appeals will be accepted up to 30 days following the event, must be in writing and must be submitted to the Town Clerk.

M. *Cancellation policy.*

30 days prior to event	Full refund (including cleaning deposit)
15 days to 29 days prior	
Resident	50% of base rental fee
Non-resident	Forfeit surcharge
14 days or less prior	Forfeit all fees paid

If a reservation is interrupted by inclement weather, the renter may choose to receive a full refund or request a reservation voucher. A refund or reservation voucher must be requested within 5 business days of the original rental date and vouchers are to be used within one year of the original rental date. The voucher is only applicable to a rental of similar nature including the

facility/rooms to be rented, number of hours of original rental, number of attendees, etc. Inclement weather days will be confirmed by the National Weather Service declaring an emergency or severe warning, or by the Town Manager or his/her designee.

N. *Commercial use policy.* Renters/users to conduct commercial use is prohibited.

O. User/renters of large events are required to provide a certificate of insurance naming the town as an additional insured unless the organization falls under the umbrella of a national or local charitable organization recognized by the Internal Revenue Service under its § 501(c)(3) or § 501(c)(8) Code.

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