



TOWN OF LEWISVILLE
6510 SHALLOWFORD ROAD
PO BOX 547
LEWISVILLE, NC 27023

336-945-1022
townclerk@lewisvillenc.net

FACILITY USE EXEMPTION REQUEST APPLICATION

Please complete the information below. If guidance is needed or you have questions, please contact Town Clerk Dora Moore at 336-945-1022 or townclerk@lewisvillenc.net. Completed applications can be mailed, dropped off, or emailed to the Town of Lewisville.

Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Web Address: _____

1. Describe your organization's mission statement and how it impacts the Town of Lewisville community. _____

2. Describe the individuals and/or groups of residents that are served by your organization. _____

3. How many years has your organization been providing its current service? _____

4. Date of organization's formation. _____
5. Attach a listing of current members and presiding officers of your organization. Please include names, titles, and contact information.
6. Attach IRS status documentation, if applicable, for your organization.
7. Please provide any other information you feel is pertinent for consideration regarding your organization's request.

Signature and Indemnity

The Organization agrees to protect, defend, indemnify, and save harmless the Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney’s fees resulting from any and all willful or negligent acts or omission of the Organization, its officers, agents, servants, and employees when utilizing Town facilities.

By signing this application for request of exemption, I understand and agree to the above statement. I have also read and understand the Facility Use Exemption Policy.

Signature of Authorizing Official	Title	Date
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STAFF USE ONLY

Received by: _____ Date: _____

Staff Recommendation: _____

Council Approval: YES _____ NO _____ Date of Council Action: _____

Notes (if applicable): _____

§ 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:

- 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

may be approved by Council.

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. Exempted organizations (for regular meetings and/or activities):

- a. Lewisville Civic Club.
- b. Winston-Salem/Forsyth County Schools.
- c. Winston-Salem/Forsyth County Schools Parent Teacher Association.

- d. Boy Scouts of America (local units sponsored by local organizations).
- e. Girl Scouts of America (local units sponsored by local organizations).
- f. Lewisville Garden Clubs.
- g. Lewisville Historical Society.
- h. Lewisville Area Arts Council (LAAC).
- i. Lewisville Branch Library (cooperative agreement with the Forsyth County Library System).
- j. Friends of the Lewisville Library.
- k. Piedmont Triad Regional Council and PTRC sponsored programs.
- l. Northwest Little League.
- m. American Legion.
- n. 4H Clubs.
- o. Lewisville Athletic Association.
- p. Homeowner Association (once yearly meetings).
- q. Vienna Civic Club.
- r. Shepherd's Center.
- s. FCSO Explorer Post 975.
- t. Rotary Club of Western Forsyth County.
- u. Indian Association of the Carolinas.
- v. Tealdrops, Inc.
- w. Forsyth Home Educators.
- x. Shallow Ford Foundation.

3. 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.

(Am. Res. 2003039, passed 08-14-2003; Am. Res. 2007035, passed 09-13-2007; Am. Res. 2007068, passed 11-01-2007; Am. Res. 2008036, passed 10-09-2008; Am. Res. 2010002, passed 01-07-2010; Am. Res. 2010048, passed 09-02-2010; Am. Res. 2010052, passed 10-14-2010; Am. Res. 2011063, passed 12-01-2011; Am. Res. 2013012, passed 03-14-2013; Am. Res. 2014045, passed 09-04-2014; Am. Ord. 2015011, passed 02-12-2015; Am. Ord. 2015029, passed 03-12-2015; Am. Ord. 2016034, passed 10-13-2016; Am. Ord. 2019037, passed 07-11-2019; Am. Ord. 2020002, passed 01-09-2020; Am. Ord. 2021037, passed 07-08-2021; Am. Ord. 2021051, passed 09-09-2021)