

**TOWN OF LEWISVILLE FACILITIES RENTAL/USE APPLICATION**  
**(SMALL EVENT Non Public)**

**Facilities available for rent:**

Shallowford Square Pavilion \_\_\_\_\_ Park closes at 10 p.m. unless approved  
Jack Warren Park Pavilion \_\_\_\_\_ Park closes at dark (no lighting in pavilion)  
**G. Galloway Reynolds Community Center**  
1ST floor \_\_\_\_\_ 2ND floor meeting room \_\_\_\_\_ Kitchen \_\_\_\_\_  
Capacity 48 Capacity 16

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**Fees must be paid at the time of application. You must be 21 years old to rent a town facility.  
A \$200 cleaning deposit is required at the time of application.**

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Name of Organization:(Please print) \_\_\_\_\_  
Name: \_\_\_\_\_ Responsible Designee \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone : (DAY) \_\_\_\_\_ Evening \_\_\_\_\_  
Cell \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Type event \_\_\_\_\_ No. of attendees \_\_\_\_\_  
Event date \_\_\_\_\_ Hours \_\_\_\_\_  
(INCLUDE SET UP AND CLEAN UP)  
Resident \_\_\_\_\_ Non-resident \_\_\_\_\_ Nonprofit \_\_\_\_\_

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**FEES:**

Rental Fee \_\_\_\_\_ Surcharge \_\_\_\_\_ Cleaning Deposit \_\_\_\_\_ **TOTAL** \_\_\_\_\_  
**CHECK No.** \_\_\_\_\_ **RECEIPT NO.** \_\_\_\_\_ **FEE WAIVED** \_\_\_\_\_

**All renters** must pay a cleaning deposit of \$200. **This check will be deposited.** If the facility is left clean and undamaged, the full deposit will be refunded after the event and after the cleaning check list has been turned in. A \$25 fee will be charged for any returned checks. A cleaning checklist is provided with this application and must be returned to the town immediately following the event. **Checklist must be turned in no later than 30 days after the event or no refund will be made. Drop off is in the mailbox behind the Town Hall.**

**Cancellation Policy For Rental Fees:**

- \*A Cancellation Authorization Form (see attached) must be completed and returned to Town Hall 30 days prior to an event for a **full refund**.
- \*The cancellation form must be turned 15 days to 29 days prior to event for a **50% refund** of rental fee (non-residents users will forfeit surcharge)
- \*A cancellation form turned in 14 days or less prior to event will **forfeit all fees**.

**Community Center renters:**

Rental Door Code: \_\_\_\_\_ Kitchen Code: \_\_\_\_\_

I, the undersigned, for myself and any person associated with the event, do hereby release, hold harmless and agree to indemnify the Town of Lewisville, its agents and employees, from any and all liability caused by negligence or other culpable conduct on the part of me or any member of my group or any employees. independent contractors or any other party involved in the event during my use of the Shallowford Square Pavilion, Jack Warren Park Pavilion or G. Galloway Reynolds Community Center and insure that I/we will faithfully comply with the terms of this application. I also verify I have been provided a copy of the Rules for Use of Town Rental Facilities. This information constitutes a public record and is available to the public as stated in G.S. 132-1 Public Records Law.

Prior to signing - See Enforcement of Violations printed below:

**ENFORCEMENT OF VIOLATIONS:** Violation of the Rules for Use of Town Rental Facilities or abuse of property can result in expulsion with denial of future use and reservation privileges and assessments of cost to clean and/or repair damages. Rules and regulations are subject to the interpretation of and enforcement by designated Town Officials and/or the Forsyth County Sheriff's Office. Appeals may be brought before the Lewisville Parks, Recreation and Cultural Development Board. Appeals will be accepted up to 30 days following notification that cleaning deposit will not be refunded, must be submitted in writing to the Town Clerk. The appeal will be scheduled for the next available PRCDB meeting.

THE TOWN OF LEWISVILLE RESERVES THE RIGHT TO TURN DOWN AN APPLICATION DUE TO PUBLIC SAFETY CONCERNS OR FOR ANY OTHER LAWFUL REASON.

**I have read the rules and understand the deposit, violations and checklist requirements.**

**SIGNED:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Staff Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

# **RULES FOR USE OF TOWN OF LEWISVILLE RENTAL FACILITIES**

**A renter is defined as a person or organization paying for rental of a town facility. User is defined as one of the organizations listed on the Town's Official Exemption List that does not have to pay the rental fee.**

1. The possession or sale of controlled substances is strictly forbidden and consumption of alcohol beverages is strictly prohibited.
2. The person signing the application or an authorized designee over 21 years of age as listed on the application must be in attendance throughout the event.
3. Parents and supervising adults are responsible for the activities and safety of the children attending the event. The Town of Lewisville assumes no supervisory responsibility.
4. Offensive behavior or excessive noise that is a nuisance to others or surrounding neighbors is prohibited. This includes amplified music, which is allowed only when approved by the Town. Shallowford Square closes at 10 p.m. and the music must end at that time unless the renter has made other arrangements with the Town. Jack Warren Park closes at dark.
5. No vendors are allowed unless authorized by the town.
6. Renters/users may not charge an admission fee for an event held on town property.
7. Fires and pyrotechnics are prohibited.
8. Skateboards, bicycles, scooters, roller blades and other wheeled recreational devices are not allowed inside the square. Bicycles are the only wheeled recreational vehicles allowed in Jack Warren Park.
9. Metal detectors and motorized hobby equipment are not allowed at Shallowford Square or Jack Warren Park.
10. If grills are to be used at Shallowford Square, they must **NOT** be under the Pavilion. Renters may use the grill located near the pavilion at Jack Warren Park and place coals in provided bin. NO grills are allowed at the Community Center.
11. Decorating the Community Center and pavilions is allowed for parties, as long as no tape or any other substance that will remove paint or harm the walls is used. For example, balloons must be tied and not taped. Plastic ties are encouraged for use in decorating. NO NAILS.
12. Weighted tents no larger than 20x30 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.
13. Camping at town parks is not allowed unless authorized by the Town in association with a particular event. Permission must be obtained prior to the event.
14. Vehicles, trailers and campers are restricted to the parking lots and roadways except in the execution of a town event.
15. All renters are **REQUIRED** to pay a **\$200 cleaning deposit** at the time of rental. Renters and users are responsible for disposing of all trash and recyclables after an event. Trash bags should be used and then disposed of properly in the dumpster behind the Town Hall Annex. **\*\*\*Violation of facility rental rules or abuse of property by a renter or user 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/or the Forsyth County Sheriff's office. **If a renter/user arrives and finds the facility unclean, the renter/user is responsible for reporting this to Town Staff at that time. Otherwise, the renter/user may be charged for anything left out of place, damaged or unclean. The numbers to call are 399-7373 or 902-3114.****

16. Pets are NOT allowed in Shallowford Square, Jack Warren Park or other town property with the exception of service animals.

17. At the Community Center, tables and chairs are available for use. However, they may not be removed from the building, and tables must be covered. Doors are not to be propped open. If the kitchen is used, nothing is to be left behind, either on the counter tops, in the cabinets or in the refrigerator. All trash is to be emptied into the cans outside the back door. If renting the first floor, renters and guests are not to go upstairs and vice versa. There is an exercise facility on the second floor for seniors and if the door is open, because the room is in use, please do not allow children or others to enter this room. It is off limits to anyone except authorized senior citizens. The Community Center (and kitchen) will be locked and secure by the renter or user when the event has ended.

18. Rental of Shallowford Square & Jack Warren Park includes only the pavilions. Other people may be using other parts of the park at the same time. Be aware that there may be noise for which the town is not responsible. Please be courteous. Renters/users may use the benches and tables in and around the pavilions.

19. Flyers and promotional materials may not be distributed anytime on town property.

20. Renters/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 a town rental facility.

21. Shallowford Square is closed to ALL organized events during a town-sponsored event.

22. For non-town-sponsored events, Town equipment is not available for use.

*Additional operating policies may be found at our web site. See Town Code Chapter 16.*

I have read the rules and understand that:

**Failure to comply with these rules may result in expulsion with denial of future use and reservation privileges. Damaging or leaving the facility unclean will result in the loss of all of the cleaning deposit. Rules and regulations are subject to the interpretation of and enforcement by designated Town Officials and/or the Forsyth County Sheriff's Office. Appeals may be brought before the Lewisville Parks, Recreation & Cultural Development Board. Appeals will be accepted up to 30 days following notification that deposit will not be refunded, and must be submitted in writing to the Town Clerk. The appeal will be scheduled for the next available PRCDB meeting.**

SIGNATURE OF RENTER \_\_\_\_\_ DATE \_\_\_\_\_

ORGANIZATION (IF APPLICABLE) \_\_\_\_\_

# Town of Lewisville Facilities Cleaning Checklist

Print: Name \_\_\_\_\_ Phone no. \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

(where refund check is to be mailed)

FACILITY RENTED: **Shallowford Square Pavilion** \_\_\_\_\_ **Jack Warren Park Pavilion** \_\_\_\_\_  
**Community Center** \_\_\_\_\_ **1st Floor** \_\_\_\_\_ **2nd Floor** \_\_\_\_\_ **Kitchen** \_\_\_\_\_

1. Concrete must be clean. Pavilion users must provide their own brooms and cleaning supplies. \_\_\_\_\_
2. Tables/benches must be wiped off and left clean. \_\_\_\_\_
3. If the kitchen at the Community Center is used, leave the sinks, counters and floor clean, the refrigerator clean and empty. Stove top, oven and microwave wiped and left clean. \_\_\_\_\_
4. ALL trash must be emptied. At Community Center that are bins at the back of the building. At the square all cans used are to be emptied at the end of the event. Bags may be taken to the dumpster behind the Town Hall Annex at 6550 Shallowford Road. \_\_\_\_\_
- 5 Any decorations used for the event must be taken down and removed from the premises. DO NOT USE TAPE! All plastic ties used to hang decorations must be removed. \_\_\_\_\_
6. The floors in the bathrooms at the Community Center must be free of paper or trash, and sinks must be wiped clean. Any problems with toilets should be noted. If the restrooms at the park are used by your group, please make sure paper and trash are not left on the floor. Note any problems you find. \_\_\_\_\_
7. Grills are not allowed at the Community Center. Only the grill provided beside the pavilion at Jack Warren Park may be used and there is a bin for coals. Grills at Shallowford Square must not be under the pavilion and coals and ashes must NOT BE PLACED IN TRASH CANS. \_\_\_\_\_
- 8 . Audio/visual equipment must be returned to the storage closet and nothing is to be removed from the cart. \_\_\_\_\_
9. The metal roll-up window in the kitchen must be lowered and locked at the end of the event. \_\_\_\_\_
10. All lights must be turned off at the end of event. \_\_\_\_\_
11. Front and back doors, (upstairs and down) must be closed and locked. Instructions for locking the front door are provided on the door. \_\_\_\_\_

Comments: \_\_\_\_\_

**IF YOU FIND THE FACILITY UNCLEAN WHEN YOU ARRIVE FOR YOUR EVENT, PLEASE CALL IMMEDIATELY. FAILURE TO DO SO MEANS YOU OR YOUR ORGANIZATION WILL BE CHARGED FOR CLEANUP AND/OR REPAIRS. Ph. 399-7373 or 902-3114.**

**\*\*\*THIS FORM MUST BE TURNED IN WITHIN 30 DAYS OF THE EVENT OR NO REFUND WILL BE MADE. DROP OFF IS IN THE MAILBOX BEHIND TOWN HALL.**

SIGNATURE OF RENTER/USERS: \_\_\_\_\_

I understand that by signing I am confirming that all items on the checklist have been attended to and the facility is clean, in good repair and ready for the next user. If not, I will forfeit my deposit, and if no deposit was required, that my organization will be billed \$200 or my rental privileges will be suspended.

## CANCELLATION AUTHORIZATION FORM

Cancellation Policy for Rental Fees:

**Full Refund:** In order to qualify for a full refund of rental fees, this form must be turned in to Town Hall at least 30 days prior to the scheduled event.

**50% Refund:** A 50 percent refund of the rental fees will be returned if this form is turned in 15 to 29 days prior to the scheduled event. (Non-residents will lose surcharge.)

**NO Refund:** For an event cancelled 14 days or less prior to the date of said event, there will be no refund of rental fees.

The cleaning deposit, if required, will be refunded.

I, \_\_\_\_\_, do hereby authorize the cancellation of the  
Facilities Rental on \_\_\_\_\_.

I have read and understand the Cancellation Policy. Any refund due should be mailed  
to: Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Organization (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date