

### **Reservation Procedure**

Reservations for all facilities may be made up to four calendar months in advance. Call the MPAR Administration Office Monday – Friday between 8:00 a.m. – 5:00 p.m. at 972-216-6260. Reservations must be made at least one week prior to the reservation. For more information visit our website at [www.cityofmesquite.com](http://www.cityofmesquite.com).

### **Residency Requirements**

The individual requesting a reservation must be at least 21 years of age and provide residency documentation during the reservation process. A resident without a Mesquite address on their driver's license must provide other documentation, such as a rental lease or utility bill. This documentation must match the same name on the driver's license to prove residency. Discrepancies with provided documents will be considered invalid proof of residency and the non-resident fee will apply. Employment or owning property (without living) in Mesquite does not constitute residency for this purpose.

### **Transfer, Refunds and Cancellations**

50% of the reservation fee will be assessed for any cancellations made less than one week (7 days) from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any cancellations made more than one week (7 days) from the scheduled date of the reservation. A \$25.00 fee will be assessed for any changes after the reservation is set. Any fee that is \$25.00 or less (\$50.00 for non-residents) is non-refundable.

### **Reservation Periods**

A reservation is set up for a specific time period as noted on the contract. Reservation periods are set up on an hourly basis. Building reservations must be reserved for a minimum of four hours. Reservation times must include setting up, decorating and cleaning the facility by the reserving party. *Responsible party must be in attendance for duration of event.*

The reserving party may occupy the facility only during the stated reservation period. Additional time may be purchased, if available, at least one week prior to the reservation date.

### **Payments**

Payment must be made during the reservation process. Reservations without payment are not accepted. Visa, MasterCard and Discover payments are accepted when making telephone reservations. Reservation payments will be accepted at MPAR Administration Office, 1515 North Galloway; Monday – Friday from 8:00 a.m. – 5:00 p.m. Payments may be in the form of cash, credit card or checks made payable to the "City of Mesquite". *The responsible party must pay all of the fees associated with their reservation.*

### **Additional Fees**

The reserving party will be responsible for all damages and/or missing equipment. The facility must be left in the same condition and all equipment replaced to its original location at the conclusion of the reservation. Fees will be assessed to correct damages. Custodial fees and late charges will also be assessed. Functions that extend beyond the stated reservation period are subject to penalties. A fee of double the hourly rate will be assessed for functions that extend beyond the reservation period.

Additional fees affected by such charges will be processed and forwarded to the responsible party for payment.

### **Cleaning the Facility**

The reserving party is responsible for cleaning the facility. The facility must be cleaned and equipment replaced to its original condition ready for the next reservation. The responsible party must review the condition of the facility with the MPAR attendant prior to and after the function.

Responsible parties must sweep or vacuum the floor. Mopping may be necessary. Patrons are responsible for cleaning facility entries and restrooms. Litter created by a reservation must be removed from the facility and immediate grounds and bagged garbage is to be placed outside in the appropriate bins. Garbage bags and cleaning supplies are provided.

The cleaning of the facility must be factored into the reservation period. A \$25.00 per hour Custodial Fee will be assessed if conditions must be improved for the next reservation. Patrons should check with the MPAR Attendant in an effort to avoid these charges. A detailed custodial report will be prepared for the responsible party if charges are assessed.

### **Alcoholic Beverages & Smoking**

Smoking and alcoholic beverages are prohibited within all reservation facilities except for the Westlake House, where champagne and/or wine may be served, but not sold. Patrons are also prohibited from smoking and/or consuming alcohol within fifty feet from the entrance of facilities. Patrons will abide by all TABC rules and regulations. Individuals who have been consuming alcohol will not be allowed in the building.

### **Decorations**

Interior walls are not to be decorated. Nails, tape or pins may not be used to hang decorations. Evidence of decorations will result in assessment fees incurred, based on the time needed to clean or repair the affected areas. Decorations with open flames (candles, tiki torches, etc.), confetti and silly string are not allowed to be used. Use of the fireplace at Westlake House is strictly prohibited.

### **Admission Fee and Other Charges**

Reservations must not include admissions, collection or solicitation of products or fees.

### **Standing Reservations**

In an effort to better serve a vast number of requests, the MPAR will not make standing reservations in any facility. Associations, athletic organizations, church groups and other social or civic organizations are limited to one reservation per month at any single facility. Reservations may be made one date at a time, according to this reservation policy.

### **Dances**

All parties with dancing or a DJ will be considered a dance. Dances may only be conducted at the Lakeside Activity Center. Reservations that will include dancing must adhere to the following:

1. An off duty Mesquite Police Officer must be present.
2. Reservations with dancing or D.J. must be made at least three weeks in advance. Dancing or a DJ is not permitted until an approved police officer is present.
3. Parties with minors present must have at least two adult chaperones per every 25 minors. Chaperones must be present throughout the entire event.
4. Lights must provide clear visibility to all areas of the facility.

### **Viewing of Rental Facilities**

The Westlake House is available for viewing on Mondays from 5:00 – 6:00 p.m., except on City holidays. Lakeside Activity Center is available for viewing on Tuesdays from 5 p.m.–6 p.m., except on City holidays.

### **Holiday Reservations**

The MPAR will not make any recreation center or building reservations for the following holidays: New Years Eve, New Years Day, Easter Sunday, Memorial Day Monday, Fourth of July, Labor Day Monday, Thanksgiving Day, Christmas Eve and Christmas Day.