



## LAKESIDE ACTIVITY CENTER

101 Holley Park Drive  
Mesquite, TX 75149

The individual and/or organization granted this reservation agrees to abide by the Rules and Regulations as stated on the **Facility Reservation Policy** and all City, State and Federal laws. In order to receive the resident discount ID is required during the reservation process.

**AMENITIES:** There are 20 – 6’ x 30” tables and 150 chairs. The kitchen has a refrigerator, microwave oven and a sink.

RENTAL FEES	
\$100 Cleaning and Damage Deposit required for all reservations	
Available Rental Hours: 8a - 11p (minimum 4 hours)	
Monday – Thursday	\$30 per hour per resident \$60 per hour non-resident
Friday – Sunday	\$55 per hour per resident \$110 per hour non-resident
OPTIONAL SERVICES	
room set up	\$50
room take down/cleaning	\$125

**Cleaning/Damage Deposit:** \$100 - due when the reservation is made. If no damages or violations are reported, deposit will be refunded within three weeks after the conclusion of the reservation.

 **Plan Ahead:** Reservations are made eleven calendar months at a time. Example: Beginning November, reservations for November through September may be made. Staff recommends viewing the facility prior to making the reservation. The facility is open on Tuesdays from 6-7 p.m. for viewing with the exception of City holidays and special events.

**Provide Details:** The more the Parks and Recreation staff knows about the event, the better service and support can be provided. A minimum of two adult chaperones for each 25 minors is required. Chaperones must be present before the reservation and remain throughout the entire function.

**Dancing:** Dancing is permitted at this location. All parties with dancing or a D.J. for age groups 13-21 will require an off-duty Mesquite Police Officer to be present for your event. Additional fees of \$40 per hour (4 hour minimum) will be charged for Mesquite Police Officer services and are payable in cash to the officer the night of the event. The Mesquite Parks & Recreation office will coordinate with the Police Department to schedule an officer for your event. Parties with dancing or a D.J. for all other age groups require that a facility attendant be present for your event for an additional fee of \$15 per hour to be paid at the time the reservation is made. Reservations with dancing or a D.J. must be made no less than 3 weeks in advance.

**Alcohol:** For formal functions, champagne and/or wine may be served at Lakeside Activity Center for toasting purposes only, but not sold. All other types of alcoholic beverages are prohibited. NO CONSUMPTION OF ALCOHOL OUTSIDE THE FACILITY.

**Allow Enough Time:** The patron is responsible for the set up and take down of tables and chairs and cleaning of the facility. Time allotted for this must be factored into the reservation period. The building will be opened and closed by a staff member. A \$50 custodial fee will be assessed if conditions must be improved for the next reservation.

**Cancellations or Changes:** 50% of the reservation fee will be assessed for any cancellations less than 7 days from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any cancellations more than 7 days from the scheduled date of the reservation. A \$35 fee will be charged for any changes to your reservation after a facility reservation is set. Any fee that is \$25 or less (\$50 for non-residents) is non-refundable

**Bounce Houses:** Bounce houses are permitted in the parking lot of Lakeside Activity Center with permit. Bounce houses are not allowed inside the facility.

For more information contact the Parks and Recreation Administration office at 972-216-6260 or visit our website at [www.cityofmesquite.com/pard](http://www.cityofmesquite.com/pard).