

1. **Reservation Procedure:** Reservations for facilities may be made eleven calendar months in advance. Example: Beginning November, reservations for November through September can be made. Reservations for non-operational hours must be made at least 7 days prior to the reservation. Call the Mesquite Parks and Recreation Administration Office at 972-216-6260 or visit our website at www.cityofmesquite.com.
2. **Residency Requirements:** The individual requesting a reservation must be at least 21 years of age. Residency documentation is required during the reservation process. A resident without a Mesquite address on their driver's license must provide other documentation, such as a recent rental lease or utility bill in their name. Employment or owning property in Mesquite does not constitute residency.
3. **Payment:** Payment is due at the time the reservation is made. Tentative reservations without payment will not be made. Reservation payments will be accepted at Mesquite Parks and Recreation Administration Office, 1515 North Galloway; Monday – Friday from 8 a.m. – 5 p.m. Payments may be cash, credit card or checks made payable to the “City of Mesquite” and must include drivers license number and date of birth. Telephone reservations must be paid by credit card. Personal checks and credit cards cannot be accepted in any other name than the name of the reserving party.
4. **Cleaning/Damage Fee:** A \$100 cleaning and damage fee is required for rental of Senior Activity Rooms/Green Canyon Room, Recreation Buildings, Lakeside Activity Center and Westlake House, which must be paid at the time the reservation is made. If no damages or violations are reported, deposit will be refunded within three weeks after the conclusion of the reservation. **Customer must Check-in at beginning of reservation and Check-out with staff attendant at the end of reservation, otherwise cleaning/damage fee will be forfeited.** A \$50 fee will be deducted from the deposit if the facility is not returned to its original condition. Fees for such charges incurred for excessive damage are the responsibility of the reserving party and will be invoiced and forwarded to the responsible party for payment.
5. **Transfer, Refunds and Cancellations:** 50% of the reservation fee will be assessed for any cancellations made less than 7 days from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any cancellations made more than 7 days from the scheduled date of the reservation. A \$25 fee will be assessed for any changes after the facility reservation is set. Any amount that is \$25 or less is non-refundable.
6. **Reservation Periods:** A reservation is set up for the specific time period noted on the contract on an hourly basis. Building rentals must be reserved for a minimum of four hours. Reservation times must include setting up, decorating and cleaning the facility by the reserving party. Rental contracts and permits must be kept at all times in the possession of the person to whom it is issued and must remain onsite for the duration of the event. **The facility will be opened and closed only for the person named on the rental contract, ID and contract required for check-in.**

The reserving party may occupy the facility only during the stated reservation period. Additional time may be purchased, if available, at least 72 hours in advance of reservation date for a \$25 change fee plus the additional cost per hour for each hour added. *Unused time is non-refundable.* **If reserving party does not show up within the first hour of scheduled time the reservation will be cancelled, and reservation fee will be forfeited. Leaving early without checking out with attendant will forfeit deposit.**

7. **Take Down and Cleaning the Facility:** The reserving party is responsible for cleaning the facility with equipment replaced to its original condition ready for the next reservation. The responsible party must review the condition of the facility with the Mesquite Parks & Recreation attendant prior to and after the function.

Responsible parties must sweep and/or vacuum the floor. **Mopping is required for any type of spill that occurs.** Patrons are also 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. Tables and chairs are to be cleaned and returned to their original location.

The take down and cleaning of the facility must be factored into the reservation period. Up to \$100 may be deducted from the deposit if the facility is not cleaned properly and/or the equipment not returned to its original location. Patrons should check with the Mesquite Parks & Recreation attendant in an effort to avoid these charges. A detailed custodial report will be prepared for the responsible party if charges are assessed.

8. **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 invoiced and forwarded to the responsible party for payment.

9. **Alcoholic Beverages & Smoking:** Alcoholic beverages are prohibited within all reservation facilities except for formal functions at the Westlake House, Lakeside Activity Center and Goodbar Recreation Center where champagne and/or wine may be served for toasting purposes only, but not sold. Patrons are also prohibited from smoking within fifty feet from the entrance of facilities. Patrons will abide by all Texas Alcoholic Beverage Commission rules and regulations. NO CONSUMPTION OF ALCOHOL OUTSIDE THE FACILITY. Individuals who have been consuming alcohol will not be allowed in the building.
10. **Decorations:** Interior walls may not be decorated. Nails, tape or pins may not be used to hang decorations. Evidence of decorations will result in loss of deposit, based on the time needed to clean or repair the affected areas. One unity candle can be used for weddings and one glass enclosed votive candle can be used as a centerpiece for each table. All other decorations with open flames (other types of candles, tiki torches, etc.) are not allowed. Confetti and silly string are not allowed. Use of the fireplace at Westlake House is strictly prohibited.
11. **Admission Fee and Other Charges:** Admission fees charged by the renter, or solicitation of funds in conjunction with a reservation is not allowed.
12. **Standing Reservations:** Standing reservations will be considered on a case by case basis only at the approval of the Director of Parks and Recreation. A Standing Reservation Application must be submitted for approval.
13. **Dances:** Parties with dancing or a DJ will be considered a dance. Dances may only be conducted at the Lakeside Activity Center and Goodbar Recreation Center. Dances are not allowed at other recreation centers or Westlake House. Reservations that will include dancing must adhere to the following:

Age Groups 13-21:

- An off duty Mesquite Police Officer must be present during the entire duration of the dance event. An additional fee of \$40 per hour will be assessed with a 4-hour minimum.
- Reservations with dancing or D.J. must be made at least three weeks in advance.
- Parties with minors present must have at least two adult chaperones (at least 25 years of age) per every 20 minors. Chaperones must be present throughout the entire event and remain inside the facility.
- Attendees must be by invitation only.

All Other Age Groups:

- For all other dances a Mesquite Parks & Recreation facility attendant must be in attendance during the entire duration of the dance event. An additional fee of \$15 per hour will be assessed.
- Reservations with dancing or D.J. must be made at least three weeks in advance.

14. **Viewing of Rental Facilities**
 - The Westlake House is available for viewing on Mondays from 6 – 7 p.m., except on City holidays or during special events.
 - Lakeside Activity Center is available for viewing on Tuesdays from 6 – 7 p.m., except on City holidays or during special events.
15. **Holiday Reservations:** Mesquite Parks & Recreation will not make any recreation center or building reservations for the following holidays: New Years Eve, New Years Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.
16. **Non-Compliance:** Loss of future reservation privileges may apply for failure to comply with the above guidelines.

