



Facility Rental Policies

Lake Arlington Activity Room

The following rules and regulations should be read, and any questions answered before signing the rental contract. Users shall comply with all rules and regulations of the Parks Chapter of the City Code, as well as federal, state and local laws.

- **Reservation and Cancellation:** Reservations can be made according to availability as much as one (1) year in advance. Availability is subject to use by City of Arlington officials in conducting official City business. Should cancellation occur as a result of official City use, the renter will be given the option of rescheduling. If rescheduling is not possible the rental fee and deposit will be refunded to the renter. Cancellation or change of date by renter must be made at least two weeks (14 days) prior to date of reservation. An administrative fee of \$25.00 will be retained for all cancelled reservations. Failure to give notice two weeks (14 days) prior to rental will result in forfeiture of the rental fee.
- **Supervision/Security:** Adult supervision will be required at all times for functions involving persons under the age of 21. Renter may be required to hire an off-duty police officer for security. Renter will be responsible for fees incurred when hiring off-duty Arlington Police Officers.
- **Decorations:** The amount of decorations used is limited only to the imagination of the renter. Decorations may only be placed inside the building. When hanging decorations, **do not use nails, tacks or pins of any kind.** Tape may be used if necessary, but must be completely removed at the end of the activity. **ALL SET UP AND CLEAN UP MUST TAKE PLACE DURING THE TIME RESERVED.**
- **Music:** Stereos or music systems may be brought in, provided speakers remain inside the building at all times. Live bands and D.J.'s are not permitted under any circumstances.
- **Curfew:** The Lake Room must be **cleaned and vacated** no later than **11:00 pm** of the rental date. **Failure to clean and vacate by this time will result in forfeiture of deposit.**
- **Clean Up:** Although a deposit is collected, it is the responsibility of the renter to properly clean the room **immediately** after it is used. The room shall be left as it was found. The floor must be swept and mopped completely. All trash must be deposited in the dumpster. The dumpster is located out the back door and down the street on the west side of the street. Restrooms and kitchen must be left clean and clear of debris and tables and chairs neatly stored in the proper areas.
- **Damages & Deposits:** Renter agrees to assume all responsibility for any damages to premises, even above the deposited amount. Once reservation has ended, a facility inspection will be performed. **The rental deposit will be refunded if no damage is detected, rooms have been properly cleaned, and key has been returned.** The refund will be processed and returned approximately two weeks from the rental date.
- **Parking:** Parking for the Lake Room is available in the large parking lot next to Richard Simpson Park only. Two cars may park under the carport. **All cars parked in "NO PARKING" areas will be ticketed.**
- **Use of Alcohol:** The use of alcohol is permitted inside the building only. Alcohol must not be taken into the streets or into the City park area. **Violations will result in the issuance of a citation and forfeiture of future rental privileges.**

ANY AND ALL USE OF ALCOHOLIC BEVERAGES MUST STRICTLY COMPLY WITH THE ALCOHOLIC BEVERAGE CODE OF THE STATE OF TEXAS AND ALL STATE AND LOCAL LAWS. RENTER WILL ACT WITH DUE DILIGENCE AND WILL COMPLY WITH, BUT IS NOT LIMITED TO THE FOLLOWING:

RENTER SHALL NOT ALLOW MINORS AND/OR INTOXICATED INDIVIDUALS TO BE WITHIN THE DESIGNATED BAR AREA, OR IN ANY WAY ALLOW ALCOHOLIC BEVERAGES TO BE SERVED TO MINORS AND/OR INTOXICATED INDIVIDUALS.

THIS FACILITY IS A NON-SMOKING ENVIRONMENT. SMOKING IS PROHIBITED INSIDE BUILDING.