

Town of Lincoln  
148 Main Street  
Lincoln, NH 03251

Initial Application for use of the Town Hall Meeting Room

Designed for up to 60 people

Available Monday to Friday, 8:00 a.m. to 9:30 p.m.

Name of Organization: \_\_\_\_\_ Type of Org.: \_\_\_\_\_

Contact name: \_\_\_\_\_ Approx. # Attending: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Date/Time Requested (Including setup and cleanup): \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Will there be a price for admission or a request for donations? \_\_\_\_\_

General identification of audience: \_\_\_\_\_

Kitchen area is available, with advance notice, for an additional \$25 fee. (Supplies, food and beverage are to be supplied by organization.) WILL      WILL NOT Use. (Circle one)

Please make sure to: Clean up afterwards, re-arrange tables and chairs if necessary, use our recycle bin for appropriate trash, wipe off tables, check doors, lights, and secure building.  
NO SMOKING OR ALCOHOL ON PREMISES

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Statement of Policy (attached) Agreed to and accepted by all parties, and representatives of groups or parties, whose signature is presented below. In signing this policy, all parties agree to the conditions and limitations imposed herein and by other Town policies, formal or informal.

By: \_\_\_\_\_ By: \_\_\_\_\_  
Admin. Asst., Town of Lincoln

Print Name and Title: \_\_\_\_\_

For (Organization): \_\_\_\_\_ Date: \_\_\_\_\_

**Town of Lincoln**  
**Town Office Building Facilities Usage Policies**

1. **Purpose.** This policy governs the use of the Town Office Building facilities by persons or organizations other than official boards or committees of the Town of Lincoln.
2. **Definitions.** In these policies:
  - A. “Facility” means a meeting room or other facility in the Town Office Building as listed in section 3.
  - B. “Selectmen” means the Board of Selectmen of the Town of Lincoln
  - C. “Sponsor” means the individual, group, organization, or association which seeks to utilize a facility subject to these policies.
3. **Facilities Covered.** These policies apply to the meeting rooms in the Lincoln Town Office Building.
4. **Usage Permitted.** The facilities identified in section 3 may be made available for uses by persons or organizations other than Town of Lincoln officials, employees, boards, or committees in accordance with the policies set forth herein and upon such terms and conditions as may be required by the Selectmen. The facilities will not be made available for private, profit-making purposes or for any illegal, immoral or improper purpose or for purposes related to activities which are illegal, immoral, or improper. The Selectmen retain the right to deny use to any individual or group where usage would be incompatible with the public interest. No smoking or alcoholic beverages on the premises.
5. **Priority in Usage.**
  - A. There may be instances in which multiple requests are made for the usage of the same facility. In those cases, the Selectmen retain the right to determine the priority of usage, but will generally follow the following standards in assigning usage.
    - 1<sup>st</sup> Priority: Not-for-profit community social service agencies
    - 2<sup>nd</sup> Priority: Civic agencies
    - 3<sup>rd</sup> Priority: etc.
  - B. The Selectmen reserve the right to cancel an event scheduled for a Town Office Building facility upon reasonable advance notice to the sponsor or at any time for due cause. If the cancellation is not for cause, the Selectmen shall give due consideration to the adverse effects which may be caused by cancellation.
6. **Application for Use.** Any person proposing to use a facility shall apply therefore to the Selectmen’s Office not less than 30 days before the date of the proposed use. The Selectmen have designed an application form to be used for this purpose and shall be submitted to the applicant.
7. **Initial Action on Application.** The Selectmen shall review any application within 14 days of its receipt and determine if they need to meet with the applicant or if any special actions need to be taken. If a meeting is required, it shall be scheduled as soon as practicable based upon the Selectmen’s schedule and availability. The Selectmen may require the applicant to provide more information on any of the items listed in Section 6 or on such other matters as the Selectmen may deem relevant.

8. **Action on Application.** The Selectmen may approve, approve with conditions, modify or deny an application. If the application is denied, the Selectmen shall state the reasons for the denial. An application may be approved with such conditions as the Selectmen deem necessary, including without limitation:
  - A. Posting of security for clean-up or other purposes.
  - B. Payment for traffic control or Town Personnel to monitor or attend the event.
  - C. Limitation on the number of attendees.
  
9. **Payment.** Town facilities are provided by the taxpayers for the use of the Town and the public for the conduct of public business. To the extent that such facilities are not needed for the conduct of Town business during certain hours, the facilities may be made available for other uses in accordance herewith, but the Selectmen believe that it is appropriate in some instances that the taxpayers receive compensation when a Town facility is used for non-public purposes. Therefore, the Selectmen may require a sponsor to pay, in advance, for the use of any facility in accordance with the following schedule.
  - A. General usage Fee -- \$50
  - B. Kitchen Fee -- \$25
  - C. The Selectmen reserve the right to waive any or all fees otherwise required by these policies when they deem it in the best interests of the Town to do so.
  
10. **Requirements of Users.** The sponsor and all persons using a facility shall abide by all rules governing the use of this facility as stated in Town Office Building facilities usage policies.
  - A. The sponsor shall further agree:
    1. To keep the facility in good repair and to cause no damage during occupancy.
    2. To use the facility solely for the purpose for which approval has been given.
    3. To leave the facility in as good as, or in better condition, than that prior to usage, with no damage.
    4. To clean up the facility and properly dispose of all refuse.
    5. To replace any furniture or equipment to its prior location.
  
11. **Indemnification.** All sponsors and all persons using the facility for an event covered by these policies shall be deemed to use the facility at their own risk to the extent allowed by law. By acceptance of approval to use the facility, the sponsor shall agree to indemnify and hold harmless the Town from any and all claims, damages, liabilities, and losses, of any kind whatsoever, arising out of the use of the facility. The Selectmen may require the sponsor to provide surety or an insurance policy covering liability in such amount and on such terms as the Selectmen may deem necessary.
  
12. **Waiver/Exceptions.** For good cause shown, the Selectmen may waive any or all of the requirements of these policies.

**Office of the Selectmen  
P.O. Box 25  
148 Main Street  
Lincoln, NH 03251  
(603)745-2757**

**ACKNOWLEDGEMENT:  
STATEMENT OF POLICY**

**MEETING ROOM USE – TOWN HALL  
TOWN OF LINCOLN**

Agreed to and accepted by all parties, and representatives of groups or parties, whose signature is presented below. In signing this policy, all parties agree to the conditions and limitations imposed herein and by other Town policy, formal or informal.

FOR THE REQUESTING GROUP:

FOR THE TOWN OF LINCOLN:

\_\_\_\_\_  
(Name of the Organization)

\_\_\_\_\_  
Ted Sutton, Lincoln Town Manager  
Representing the Lincoln Board of Selectmen

\_\_\_\_\_  
Representing Contact Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date