



Lincoln—Woodstock Recreation Department



*#148 Main Street, Town Hall
PO Box 25*

Recreation Director:
Tara A. Tower, CPRP

Lincoln, NH 03251

Telephone: 603-745-8673
Fax: 603-745-6743

Guidelines for use of the **Father Roger Bilodeau Community Center**

The Father Roger Bilodeau Community Center is owned by the Town of Lincoln, and is operated by the Lincoln—Woodstock Recreation Department. The Lincoln—Woodstock Recreation Department is responsible for all scheduling for the use of the Father Roger Bilodeau Community Center. All scheduling will be on a first come first served basis. All arrangements for use must be accompanied by a facilities use permit, and must be made in advance through this office. In order to ensure a successful use of this facility, please carefully read the following policies and procedures:

- 1) All groups are required to fill out a “permit for use”, and to provide a certificate of insurance naming the Town of Lincoln as an additional insured. Coverage should include property damage and liability, and must be provided in writing before use of the facility can be approved.
- 2) The use period is not to extend that time frame authorized by the permit.
- 3) Parking is restricted to designated parking areas only. No vehicles are allowed on the street or in driveways. All emergency entrances are to be kept open.
- 4) All areas should be inspected before use, making sure that the area is free from hazards and in working order. If a hazard exists the user should either: (1) make an effort to alleviate the hazard, (2) block off the area to prevent use, or (3) not use the area. In any event, the hazard must be reported to the Recreation Department as soon as possible, as well as information on what action, if any, was taken.
- 5) All injuries or incidents, including vandalism and theft, must be reported to the Recreation Department within 24 hours.
- 6) No person, organization, or group shall bring alcoholic beverages, or drink alcoholic beverages at any time at the Father Roger Bilodeau Community Center, without prior authorization from the Director of Recreation, or the Lincoln Town Manager.
- 7) Smoking is not permitted in any portion of the Father Roger Bilodeau Community Center.
- 8) This facility is open to the public, and others may be in the building at the same time as your group’s event. Because of this, please make sure that everyone refrains from using any violent, or disorderly behavior including obscene or profane language while on the grounds of the Father Roger Bilodeau Community Center.
- 9) If accidental damage to the property occurs while you are using the facility, it must be reported to the Recreation Department on the next business day.
- 10) Trash is the responsibility of the user. Trash should either be carried out following

use, or can be disposed of in the Center’s dumpster for an additional charge. Absolutely no defacing of public property is allowed.

- 11) The user shall properly clean the area after use, including all usage areas. Check for lost and found items before leaving. Do not leave any materials or equipment out, borrowed equipment should be returned to its original location after use. Equipment cannot be removed from the facility without prior written approval.
- 12) The Town of Lincoln may require a group to hire one or more police officers or a custodian for the event. If this is required, the Recreation Director will inform the applicant at the time of the application. Payment for these services is in addition to the fee schedule.
- 13) Contact person is responsible for the observance of county and state fire and safety regulations at all time. This facility is authorized for a capacity of 130 persons.
- 14) The Town Manager, Recreation Director (or his/her designee) may cancel the scheduled event without liability when, in their judgment, cancellation is necessary due to inclement weather or any other safety related reason.
- 15) The person in charge of this event/ activity is fully responsible for making sure that all regulations are followed. This person is financially responsible for damages that occur as a direct result of that event/ activity, as well as being directly responsible for the proper supervision and actions of the participants, and for a satisfactory clean-up and lock up of the facility. Any activity in violation of these regulations, Town Ordinances, or NH State Law, is prohibited, and will result in forfeiture of existing permits and denial of future use for the designated user, group and organization.

FEE SCHEDULE

Effective 1/1/09

	Category I	Category II **	Category III **
Multi Purpose Room	No Charge *	\$30*/ 4 hours \$50*/ 8 hours	\$50 + Custodial Fee/ 4 hours \$75 + Custodial Fee/ 8 hours
Kitchen & MPR	\$50*/ 4 hours \$75*/ 8 hours	\$75*/ 4 hours \$125*/8 hours	\$100 + Custodial Fee/ 4 hours \$125 + Custodial Fee/ 8 hours

*Custodial Fees may apply based on group size, usage, and condition upon completion.

** Security Deposit of \$100 required. A separate check can be made out to the: Town of Lincoln, which will be returned when the key is returned, if there are no issues.

Category I: Lincoln or Woodstock non-profit group for a non-fundraising event. (I.e. scouts, A.A. or other group that’s sole purpose is for the good of the members of the community).

Category II: Lincoln or Woodstock non-profit group for a fundraising event, or Lincoln– Woodstock resident for a private event.

Category III: Any for-profit organization, or an out of town group.