



Lincoln—Woodstock Recreation Department



Recreation Director:
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Guidelines for use of the Kanc. Recreation Area

The Lincoln - Woodstock Recreation Department handles all scheduling for the Kanc. Recreation area. 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 fun, safe and well-organized event, 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 & liability and must be provided in writing before use of the facility can be approved.
- 2) The use period is not to extend that authorized by the permit.
- 3) Parking is restricted to designated paved areas only. No vehicles are allowed on the fields, without written permission on permit. 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, i.e. glass, holes raised surfaces, etc. 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 to participants must be reported to the Recreation Department within 24 hours. This also includes incidents, such as vandalism or theft.
- 6) No person, organization, or group shall bring alcoholic beverages, or drink alcoholic beverages at any time at the Kanc. Recreation area, without prior authorization from the Director of Recreation, or the Police Chief.
- 7) Smoking is not permitted in any building at the Kanc. Recreation Area.

- 8) No person shall use any violent, obscene or profane language while on the grounds of the Kanc. Recreation Area, nor shall anyone conduct him/herself in a disorderly manner.
- 9) If accidental damage to the property occurs while you are using the facility, it must be reported to the Recreation Department as soon as possible.
- 10) Trash should be properly disposed of / recycled in the containers provided. Absolutely no defacing of public property is allowed.
- 11) The user shall properly clean the area after use, including all used 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 should not be removed from the facility without prior written approval.
- 12) The person in charge of the 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 activity, as well as being directly responsible for the proper supervision and actions of the participants, and for a satisfactory checkout. 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.