



LINCOLN—WOODSTOCK RECREATION DEPARTMENT

Community Center, #194 Pollard Road

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Guidelines for use of the Kanc. Recreation Area

The Kancamagus Recreation Area 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 Kancamagus Recreation Area. 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, in travel thru ways, or on the grass or field areas. 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 within 24 hours.
- 6) No person, organization, or group shall bring alcoholic beverages, or drink alcoholic beverages at any time at the Kancamagus Recreation Area, without prior written authorization from the Director of Recreation, the Lincoln Town Manager and the Chief of Police.
- 7) Smoking is not permitted in any buildings or on the property at the Kancamagus Recreation Area.
- 8) This property and facility will not be open to the public during your use. However, as this is Town Property others may come to the property to use the area. Please take care to inform them that it is closed for your function and let them know the time that your event ends so that they may come back and use the property at that time. Please make sure that everyone refrains from using any violent, or disorderly behavior including obscene or profane language while at your event.
- 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 recycling & disposal is the responsibility of the user. Trash must be taken off of the property at the end of the event. 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) At its discretion the Town of Lincoln may require a group to hire one or more detailed police officers or custodians for the event. This may be based on the nature of the event, the number of anticipated attendees, or other reasons based on the conditions cited within the application. 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 times.
- 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

	Category I	Effective 1/1/2011 Category II**	Category III **
Grounds Only (outside use)	\$10*/ 4 hours	\$20+ Security Deposit/ 4 hours	\$40 + Security Deposit/ 4 hours
Building only use	\$25*/ 4 hours	\$40+ Security Deposit/ 4 hours	\$80 + Security Deposit / 4 hours
Building & Grounds Use	\$30*/ 4 hours	\$50+ Security Deposit/ 4 hours	\$100+ Security Deposit / 4 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 following inspection of the facility, 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

Note: These use rates are not for the rental of the Kanc Ski Area, as separate rates apply for the private rental of the rope tow ski operations.