

**Lincoln County Parks and Recreation**  
**East Lincoln Community Center**  
Policies and Procedures



Please Read Before Occupying Center

The East Lincoln Community Center has a small meeting room (groups up to 25) and a large event room (groups up to 125) available for rental based on availability. Longer use requires prior approval. With the existing use of the facility, reservations are made at the discretion of department staff. Reservations are dependent on current program/activity schedule at the Center.

	Resident	Non-Resident
Event Room Half Day (w/Staff)	\$150.00	\$200.00
Event Room Full Day (w/Staff)	\$300.00	\$400.00
Required Room Setup	\$100.00	\$100.00

Reservation for use of the event or meeting rooms must be made through the Lincoln County Parks and Recreation Department at 704-483-8980. A county staff person will be present for rental period.

A \$50 non-refundable deposit is due at the time reservation is made to hold event date. The remaining balance is due by day of reservation.

The center shall be used primarily by community groups and for activities scheduled by and under the supervision of the Lincoln County Parks and Recreation Department; and secondly, for use by private groups based on availability and with the payment of the designated fee.

Due to usage for athletic events, the gymnasium is not available for rentals.

All food for events/gatherings must be prepared before arriving.

Room setup includes placement of tables and chairs for event and staff will coordinate layout with users prior to event. Users are responsible for any decorations and load-in and load-out for reservations.

Reservation applications must be signed by a person at least 21 years of age and the person signing the application will be responsible for the conduct of the group in compliance with the Policies and Procedures of the center.

Any group not complying with the Policies and Procedures of the center will not be considered for future use of the facility and may be asked to leave the facility.

The Director of the Lincoln County Parks and Recreation and staff reserve the right to cancel any reservation which is not in the best interest of the County and the Community.

Sales of goods and merchandise and usage for profit are prohibited. Exceptions may be made, with the approval of the county staff, when the proceeds of such sales are to be used for charitable, educational, church, civic or cultural purposes.

**No smoking** will be permitted in the center, as per Lincoln County no smoking ordinance for county owned facilities.

**No alcoholic beverages, fireworks, or weapons** are allowed on the premises.

**No foreign materials** (i.e. tape, tacks, nails, glue, etc.) are to be put on the walls, windows, ceiling, floors, doors, light fixtures, heat vents, curtains, etc.

**Lincoln County Sheriff's Department has full authority to enforce all the regulations pertaining to the East Lincoln Community Center.**

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So that all may enjoy the facility equally, we ask that you perform the following prior to leaving the grounds.

- 1) Renters may **ONLY** enter community building on day of the reservation (8:00AM-11:00PM).
- 2) Collect and bag all trash (inside and outside) and remove from both the building and the grounds. You may not clean up the following day.
- 3) Wipe all tables with a damp cloth.
- 4) Check restrooms and flush commodes.
- 5) Remove all decorations.
- 6) Sweep floors. Clean and spot mop any spills.
- 7) Users must check out with staff before leaving Center.
- 8) Report building damage or problems to the Lincoln County Parks and Recreation staff immediately.

The renter must clean and remove all trash and personal belongings (food, equipment, decorations, etc.) by the end of the day of your reservation. You **may not** clean up the following day.

Any damage to the property must be repaired and any loss replaced at the renter's expense. The person signing the application is responsible for the condition of the center and all damages.

In making this facility available to sponsors and the general public, Lincoln County, its Officials and employees, and the local committee or board regulating this facility shall be held harmless and shall assume no responsibility or liability for any loss or damage which may occur upon the premises of the Center building and grounds during the use of the premises as governed by the policies and procedures.