



**Lincoln County Parks and Recreation  
Community Building**  
Policies and Procedures

**Please Read Before Occupying Center**

The center shall be available for use between the hours of 8:00am and 11:00pm, Monday-Sunday. Longer use requires prior approval.

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.

Both the North Brook and Howards Creek community buildings will accommodate groups up to 75 people.

Reservation for use of the center will be made through the Lincoln County Parks and Recreation Department at 704-748-1518. The usage fee for county residents is \$100 per day with \$100 deposit and the nonresident fee is \$150 per day with a \$150 deposit. The key deposit is refundable upon the key return and inspection of the facility. Keys should be picked up from the Recreation office located at 302 N. Academy St, Lincolnton, NC.

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.

Lincoln County Parks and Recreation 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 services are prohibited. Exceptions may be made, with the approval of county staff when the proceeds of such sales are to be used for charitable, educational, church, civic or cultural purposes.

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

**No smoking** will be permitted inside community building, per Lincoln County no smoking ordinance for county owned facilities.

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

Use of inflatables and water slides at the facilities is prohibited.

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

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**Failure to follow facility use policy will result in loss of rental deposit.**

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). Entering outside of the reservation will result in loss of deposit.
- 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) Breakdown tables and chairs and return to stored position.
- 4) Clean the sinks/oven, remove everything from refrigerator.
- 5) Wash and clean all utensils or items used.
- 6) Wipe all tables with a damp cloth.
- 7) Clean restrooms and flush commodes.
- 8) Turn off all running water. Check faucets and commodes.
- 9) Remove all decorations.
- 10) Sweep and mop floors. Stand wet mop to dry.
- 11) Turn out all lights.
- 12) Make sure all doors are locked.
- 13) Report building damage or problems to the Lincoln County Parks and Recreation Department at 704.748.1518. If no answer and IMMEDIATE attention is needed, call the Lincoln County Communications Center, non-emergency number 704.735.8202.

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.