



Today's Date \_\_\_/\_\_\_/\_\_\_

**TOWN of LINCOLN, RHODE ISLAND**  
**REQUEST FOR USE OF OUTDOOR RECREATIONAL FACILITIES**

\*\*\*MINIMUM OF 2 WEEKS NOTICE REQUIRED\*\*\*

**Applicant Information:**

Organization Name: \_\_\_\_\_  
Are you a 501 (c) 3 Organization? YES NO If Yes, Federal Tax ID Number: \_\_\_\_\_  
Leader of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Priority use of fields will be allocated as follows:**

Group 1: Recreation Department programs and other official town sponsored and/ or funded programs or events

Group 2: Official Lincoln School Department sponsored and/or funded programs or events

Group 3: Non-Profit Youth Recreational Organizations with at least 90% Lincoln residents

- Must be registered and operating only as a non-profit through the State of Rhode Island. Tax # and registered name must be provided.
- Organization must be open for participants to entire Town of Lincoln.

Group 4: Non-Profit Adult Recreational Organizations with at least 90% Lincoln residents

- Must be registered and operating only as non-profit through the State of Rhode Island. Tax # and registered name must be provided.
- Organization must be open for participation to entire Town of Lincoln

Group 5: Other Non-Profit Youth Competitive Organizations.

Group 6: Other Non-profit Adult Organizations.

Group 7: For-Profit Commercial Agency located within the town limits of Lincoln.

Group 8: For- Profit Commercial Agency location outside the town limits of Lincoln.

**Event Information:**

Event Type/Purpose of Use: \_\_\_\_\_  
Site Requested: \_\_\_\_\_ Date(s): \_\_\_\_\_ Day(s): \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of Participants: \_\_\_\_\_

**Equipment Requested:**

Picnic tables	YES	NO	Concession Stand	YES	NO
Pavilion	YES	NO	Field Use	YES	NO

Campfires? YES NO Use of Non-Projectile Firearms? YES NO Overnight Use? YES NO

**Insurance Information:**

The Town of Lincoln requires all Park permits to be accompanied by an Insurance Rider that names the Town of Lincoln as an additionally insured party. Information on insurance requirements and how to obtain is located at the Parks and Recreation Office. 401-333-8416

Insurance Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Park Rules and Regulations:**

- Parks hours are dawn to dusk.
- No consumption or possession of alcoholic beverages.
- No destruction or removal of facilities.
- No littering.
- No riding or driving any animal or power propelled vehicle within the park or recreation area except for the purpose of parking those vehicles in the designated areas unless designated on signage at each facility.
- The Parks and Recreation Department reserves the right to limit, change, and or revoke the venue of any permit.
- The permit holders agree to furnish, at their own expense, Police or other protection, if deemed necessary.
- If the permit holder intends to host more than 200 individuals, produce camp fire(s), engage in discharge of non-projectile firearms, exceed stated curfews, conflict with the noise ordinance, or any other Town ordinance, a special use permit must be obtained from the Town Council prior to issuance of said permit.
- **Pick facility key up the Friday before the event at Town Hall with deposit. \$40 key deposit returned once key is returned.**

**Fees, Insurance and Deposits**

**Lincoln Residents** requesting to rent park facilities must pay a \$50 permit fee plus a \$40 key deposit. **Non-Lincoln residents** requesting to rent park facilities must pay a \$100 permit fee plus a \$40 key deposit. The \$40 key deposit will be reimbursed once the facility key is returned to Lincoln Parks and Recreation Department.

**AAU, Premier, Private, or other for profit sports organizations** : The cost to use a Lincoln Town Field will be \$50 per game or practice regardless of residency. Practices shall be a maximum of two (2) hours. There is a maximum of five (5) games played on a single day. The requested permit will not be approved until payment and insurance is submitted to the Parks and Recreation Department. There will be an additional refundable \$40 key deposit if bathroom facilities are requested.

The Town of Lincoln requires all permittees to submit a certificate of insurance with the Town of Lincoln listed as Additionally insured. Once permit is preliminary approved for usage, proof of insurance must be submitted within three days or the requesting party may lose their reservation of a chosen outdoor recreational facility.

Keys must be picked up from and deposits can be left at the Lincoln Town Hall Parks and Recreation Department. Requests must be submitted to the Town of Lincoln Parks and Recreation Department at least two weeks prior to the desired date.

No permit will not be approved until payment and insurance is submitted to the Parks and Recreation Department. Please direct questions to the Parks and Recreation Office located at 100 Old River Rd, or by phone at ( 401) 333 - 8416.

***Application for the aforementioned facilities of the Town of Lincoln is submitted through the contact person of the above-named organization, which agrees to adhere to the Rules and Regulations of the Town of Lincoln and to the Charter and Ordinances of the Town regarding use of these facilities and agrees to assume responsibility for any damages or liabilities which may be incurred through this Association's or individual's use of these facilities***

Signature of Contact Person \_\_\_\_\_ Date: \_\_\_\_\_

**Police Take Notice:**

**Individuals will be responsible for any damages they cause to occur at each field, playground, park, and private property surrounding the facilities.**

Today's Date \_\_/\_\_/\_\_

**Official Use Only:**

**Fee collected?** YES NO Amount: \_\_\_\_\_

Administrative Action: APPROVED DENIED

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Lincoln Parks and Recreation Department*

Comments: \_\_\_\_\_

\_\_\_\_\_