

LINCOLN MUNICIPAL BUILDING RULES AND REGULATIONS

1. Roller blades and skateboards are prohibited on premises.
2. Smoking is prohibited in the Lincoln Municipal Building.
3. Parking in non-designated areas is prohibited. Parking is restricted to the parking lot only. (Obey signs.)
4. Only service animals are permitted on the grounds or in the Lincoln Municipal Building.
5. Maximum occupancy for the Lincoln Municipal Building is 120 persons. Anytime the building is in use, exits must remain free of obstructions. Exit lights must be free of obstructions, lit, and visible. At no time shall any exit doors be blocked or locked.
6. The Lincoln Municipal Building must be rented by a current adult Town of Lincoln resident or registered voter of the Town of Lincoln.
7. The renter assumes full responsibility for all personal liabilities.
8. The renter assumes full responsibility for all personal property on the premises.
9. The renter of the Lincoln Municipal Building agrees to take full responsibility for any and all damages, missing items, and clean up during the time the renter has the building reserved. The renter understands that damage or clean up charges will be assessed if necessary.
10. Access to the Lincoln Municipal Building is limited to the exact hours of your scheduled use. Set up, take down, and clean up must occur during your scheduled time.
11. The renter is expected to clear and clean the Lincoln Municipal Building after use. Tables and chairs shall be washed and returned to their original storage locations. Trash shall be bagged and placed in the dumpster outside in front of the building. Floors shall be swept and wet mopped. Don't leave water on the floor. All rooms must be left suitable for immediate rental.
12. Grounds shall be policed for paper, refuse, and damage upon leaving. Any and all damage must be reported immediately. Final inspection will be done by the Building Manager. If the user fails to comply with the rules of usage the user will forfeit the deposit fee and/or be billed for cleaning and/or damage repair costs.
13. The kitchen shall be used for serving only, not as a preparation facility.
14. The renter is to supply kitchen towels.
15. Interior building furniture shall not be removed from the Lincoln Municipal Building.
16. Items or decorations shall not be attached to walls, ceiling, windows, or any building surfaces. This includes the use of tape, tacks, or glue.
17. The Building Manager controls the thermostat setting.
18. A telephone is available for emergency use only. Any calls made will be billed to the person renting the hall.
19. Charcoal and gas grills permitted on the grounds only.
20. At no time shall alcoholic beverages be sold from these premises.
21. Only private, individual renters may serve alcoholic beverages.