

CITY OF LINCOLN FACILITY USE PACKET

LINCOLN COMMUNITY CENTER GYM



**CITY OF LINCOLN PUBLIC SERVICES DEPARTMENT
RECREATION DIVISION**

2010 FIRST STREET
LINCOLN, CA 95648

916-434-3220

Included you will find the paperwork necessary to reserve the City of Lincoln Community Center Gym. Thank you in advance for taking the time to read through the packet and complete the required paperwork. The community center gym features 9,000 square feet of hardwood court surfacing with one basketball or one volleyball court running north & south, or two basketball or two volleyball courts running east & west. The gym also features LED lighting, LED scoreboards on the north & south ends, a stage, and bleacher seating for approximately 350. We look forward to you hosting your next team practice or event at the Lincoln Community Center.



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ALLOCATION PRIORITIES

Organization/Team Priority:

- 1) City sponsored or co-sponsored events; City youth/adult athletic programs and/or leagues; WPUSD programs and leagues.
- 2) Non-profit youth organizations with more than 100 participants and at least 90% Lincoln residents.
- 3) Non-profit youth organizations that are ongoing/recurring users from the previous year.
- 4) Non-profit youth organizations with 50% or more Lincoln residents.
- 5) Non-profit youth organizations with less than 50% Lincoln residents.
- 6) Adult users.

FEE SCHEDULE

Fees Subject to Change

Damage Deposit (refundable) - \$400

ATHLETIC EVENTS

Description of Fee	Rate
Court Use – Resident Youth	\$50 / hour
Court Use – Non Resident Youth / Adult / For Profit	\$60 / hour
Court Setup	\$30 per court
Volleyball Equipment Rental	\$30 per day
Scoreboard	\$50 per day
Scorekeepers	\$25 / hour

NON-ATHLETIC EVENTS

Description of Fee	Hourly Rate
Gym / Stage Use	\$80 / hour
Facility Cleaning	\$250

- **Resident**
 - Organization/Team with a player roster of 50% or more Lincoln residents. If applying for resident status a roster is required.
- **Non-Resident**
 - Organization/Team with a player roster of less than 50% Lincoln residents
- **Lincoln Resident**
 - Individual who resides within zip code 95648

FACILITY USE GUIDELINES, RULES & REGULATIONS

- All users must adhere to all current state & county guidelines and protocols related to COVID-19 as published by the California Department of Public Health and the Placer County Department of Health & Human Services.
- All users are expected to leave the facility clean and orderly by removing all trash, debris, personal belongings, etc. from all areas of the facility after each use. If the facility is found damaged or left in disarray, the City will retain a portion of the damage deposit and bill the renter any additional fees necessary to cover all city incurred costs associated with the facility repairs and/or extra cleaning.
- Smoking is prohibited.
- Glass or any other drinking containers without a sealed lid s are prohibited.
- Shelled seeds, nuts, and chewing gum are prohibited.
- The sale of, possession of, and/or consumption of alcohol is by permit only.
- Renter is responsible for all guest behavior. Violence, vulgarity, behavior deemed inappropriate and unsupervised children are not permitted.
- City staff reserves the right to deny applications or cancel existing reservations based on facility maintenance needs.
- Any false information regarding details of your rental may lead to immediate termination of your rental, the possible loss of fees, and denial of your request for future use.

FACILITY MAINTENANCE PROTOCOL

Please report any damage or unsafe conditions to the City of Lincoln by following the Facility Maintenance Protocol below.

- Facility Maintenance Needs **“DURING” working hours** (M-F, 8am – 5pm)
 - If you have a concern &/or need regarding maintenance of a facility/park/field during regular work hours, please direct your call to the Public Services office at **916-434-2450** or email to public.services@lincolnca.gov. If emailing your request, please allow the next regular business day for response.
- Facility Maintenance Needs **“AFTER” working hours** (M-F, 5pm – 8am, and weekends)
 - If you have an immediate need regarding maintenance or repair at a facility/park/field after regular work hours, please direct your call to the Lincoln Police Department at **916-645-4040** to have the appropriate on-call staff person dispatched. If your need is not immediate, you may Email Public Services at public.services@lincolnca.gov. If emailing your request, please allow the next regular business day for a response.

CITY CONTACTS

FACILITY RESERVATIONS / SCHEDULING

- Doug Brown, Recreation Manager
 - Office: 916-434-3222
 - Cell: 916-826-5659
 - Email: doug.brown@lincolnca.gov

FACILITY MAINTENANCE

- Scott Boynton, Facility Maintenance Supervisor
 - Office: 916-434-3245
 - Cell: 916-871-4309
 - Email: scott.boynton@lincolnca.gov

FAILURE TO COMPLY WITH THE GUIDELINES OF ANY POLICY, RULE, REGULATION OR PROCEDURE HEREIN MAY RESULT IN FORFEITURE OF YOUR DAMAGE DEPOSIT, AN ADDITIONAL FINE TO COVER COSTS, CANCELLATION OF YOUR EXISTING PERMIT(S), AND/OR LOSS OF ALL FUTURE RENTAL/ALLOCATION PRIVILEGES.

IT IS THE RESPONSIBILITY OFF EACH USER GROUP TO ENSURE THAT ALL COACHES/PARENTS/PARTICIPANTS UNDERSTAND, ABIDE BY, AND ENFORCE THESE POLICIES & PROCEDURES.

FORMS

Organization Information Form: We ask that you take this time to update your organization information with us by completing the attached Organization Information Form. The information you provide will help us pass on correct information regarding your organization to the public and will also help us when we need to contact you ourselves.

Facility Use Application & Agreement: Please complete the attached Facility Use Application & Agreement Form. If use is recurring, this form needs to include the date your organization will begin using facilities and the date your need for facilities will end. Please complete one form for each facility your organization is requesting use of and whenever a gap in use exists beyond two weeks. This also may be accomplished by providing as an attachment a detailed list of facilities with dates & times you are requesting.

If your organization needs use of a facility on an unscheduled day after schedules have been distributed, please complete a separate Facility Use Application for each event at each facility you are requesting use of. Because most days and times will already be scheduled, it may be best to contact the Recreation Department in advance to check availability. To avoid any confusion, we will only accept requests from one or two authorized individuals in each organization as listed on the Organization Information Form.

Team Roster Form: The Team Roster Form will be used to validate residency and only needs to be completed if your team/organization has a residency percentage of 50% or more. Teams/Organizations with less than 50% residency do not need to turn this in.

Certificate of Insurance (COI) – A current COI with a minimum coverage of \$1,000,000 General Liability needs to be on file. Additional Insured endorsement should read as follows:

City of Lincoln
600 6th Street
Lincoln, CA 95648

To Return Forms

- Email to doug.brown@lincolnca.gov
- Fax to 916-434-8057
- Drop off or mail to:

City of Lincoln Recreation
Attn: Field Rentals
2010 First Street
Lincoln, CA 95648



ORGANIZATION INFORMATION FORM

Organization Name: _____ Web Address: _____

Mailing Address: _____

Primary Contact: _____ Title: _____

Cell Phone: _____ Email: _____

If applicable, list up to two other individuals who are authorized to submit facility requests for the organization

NAME	PHONE	EMAIL

Sport/Activity Type: _____

Governing Body Affiliations (ASA, USSSA, All World, US Soccer, etc): _____

Number of participants from previous year: _____ Number of Lincoln Residents: _____

NOTE: In order to determine or verify the resident status of your organization, your organization may be asked, at any time, to provide such documentation requested by the City, including rosters, player addresses, picture ID, utility bill, etc.

Insurance Provider: _____

Expiration Date of Current Policy: _____

Board Member Information (if applicable)

TITLE	NAME	PHONE
President		
Vice President		
Secretary		
Treasurer		

Forms may be dropped off or mailed to the address above, faxed, or emailed to doug.brown@lincolnca.gov



FACILITY USE APPLICATION & AGREEMENT

APPLICANT INFORMATION

Organization Name: _____ Web Address: _____

Organization Address: _____

Primary Contact: _____ Title: _____

Cell Phone: _____ Email: _____

Secondary Contact: _____ Title: _____

Cell Phone: _____ Email: _____

EVENT INFORMATION

Facility Requesting: _____

Nature of Event / Title: _____

Start Date: _____ End Date: _____

LIST FACILITY USE TIMES REQUESTING FOR EACH DAY OF USE

MON	TUE	WED	THU	FRI	SAT	SUN

* If your use request extends beyond one week and days and time vary, please attach a list of dates & times *

APPLICATION AGREEMENT

RULES / REGULATIONS / COVID-19

My signature below, as a representative of the organization named above, signifies that I have been informed of, read, and understand ALL the rules and regulations as outlined in the City of Lincoln Facility Request & Allocation Packet. Furthermore, I assume the responsibility of ensuring that the entire organization I represent abides by ALL conditions outlined. Finally, the organization agrees to adhere to and enforce all state & county guidelines and protocols related to COVID-19 as published by the California Department of Public Health and the Placer County Department of Health & Human Services.

INSURANCE

The applicant shall procure and maintain public liability insurance against any loss or liability for damage which might result from or arising from its rental and use of the city's facilities, either to persons or property, of \$1,000,000.00 (one million dollars) combined with single limit. Such insurance shall name the City, its agents, officers and employees as additional insurers prior to the rental date(s) of the city's facilities.

HOLD HARMLESS

The applicant agrees to indemnify, defend and hold harmless the City of Lincoln, its agents, officers and employees, from any and all losses, costs, expenses, claims, liabilities, actions or damages arising out of the applicant's rental and use of the City's facilities, including but not limited to personal injuries up to and including death, exposure to communicable disease, and property damage of any kind, excepting only those damages caused by the City's sole negligence or intentional conduct.

_____ Title _____ Date _____
Organization Representative

TEAM ROSTER FORM

Team Name	Governing Body Affiliations
Head Coach	Phone Number
Assistant Coach	Phone Number

PLAYER ROSTER

Player Name	Guardian Name	City of Residence	School