

## **2015 Town of Lisbon Recreation Field Scheduling Procedure**

The Town of Lisbon, in conjunction with the Lisbon Recreation Committee has, once again, made some necessary changes to the way we schedule and maintain our recreation facilities in town. Last year, we implemented an online method for scheduling field use via an online website titled 'Stadium Roar'. This new method streamlined the process for all. It no longer required organizations to submit a paper form to the town hall to request field use. It also allowed for immediate approval by recreation committee members. Unfortunately, the company that ran that website has shut down and we were once again forced to develop a solution that meets your needs and the needs of the citizens of Lisbon. Fortunately, we have been working closely with our webmaster to develop a method that we feel is a long term solution to the needs of the programs that use the facilities in town. Our Town of Lisbon website, [www.lisbonct.com](http://www.lisbonct.com) has a link directing you to our new and improved recreation area. You may also access the scheduling area directly by following this link:

[http://lisbonct.com/recreation\\_facilities\\_calendar.php](http://lisbonct.com/recreation_facilities_calendar.php)

In order to request field use please use the following procedure:

1. Complete the online request form by including the necessary information in each form field.
2. Be sure to click the submit button when finished. You also must check off that you have read and agree to the field use regulations which are attached as a separate document. Any disregard for these regulations will result in the organization or team no longer being able to schedule field use.
3. Your request will be routed to our new email: [lisbonrec@gmail.com](mailto:lisbonrec@gmail.com)
4. One of the board members will review your request and respond to you within 24 hours.
5. Your event will be posted on both the master calendar and individual field calendar in the field use scheduling area. At that point your event is officially reserved.
6. You may view the calendars for any recreation facility of your choosing to determine availability before you make your request.
7. If you need to cancel your request please send an email to [lisbonrec@gmail.com](mailto:lisbonrec@gmail.com) so that other organizations have an opportunity to take your time slot.
8. Under certain circumstances, fields may be double booked to accommodate multiple requests (example: two minor league baseball teams could practice in the soccer field at once).
9. In general, scheduling will be done on a first come, first come basis. However, limits will be placed on organizations / teams that request field use on a regular basis.
10. Precedence goes to the Lisbon Central School athletic teams and to Town of Lisbon residents. Please note that the Town of Lisbon Recreation Committee has no jurisdiction over Lisbon Central School facilities (i.e. gymnasiums). Those requests will need to be made through the school
11. Final decisions regarding scheduling are the responsibility of the Recreation Committee.

PLEASE NOTE: THERE IS NO PARKING **AT ANY TIME** FOR ANY VEHICLE WITHIN THE CONFINES AT LISBON MEADOWS PARK. PLEASE REFER ALL CONCERNS REGARDING THIS POLICY TO THE SELECTMAN'S OFFICE.

If your organization or team requires the use of equipment located in one of the Connex equipment boxes located at each field, you will need to contact the Recreation Chairman, Chad Johnson at 860-617-1144 or email at [johnsonc@nfaschool.org](mailto:johnsonc@nfaschool.org). If you have used the Connex boxes in the past - please note that all locks have been replaced with new combination locks and you will need to request access.

Sincerely,

Lisbon Recreation Committee