

## **North Berwick Parks & Recreation** **Frequently Asked Questions:**

### **Question #1: What is your mailing address?**

Answer #1: Our mailing address is North Berwick Recreation Department, P.O.Box 422, North Berwick, Maine 03906

### **Question #2: Are you located in the Town Hall?**

Answer #2: No, the rec. office is located inside the Community Center at 264 Lebanon Rd.

### **Question #3: Can I sign up on line?**

Answer #3: No, but you can print off the reg. form and either mail it in or bring it to sign ups.

### **Question #4: Do you take credit cards?**

Answer #4: No, not at this time. Cash and checks only. There is a fee for all returned checks. We do not re-deposit.

### **Question #5: Where are classes held?**

Answer # 5: Most of the time they are held at the Community Center on Lebanon Rd., but sometimes they are held at different locations and you would be told at registration time.

### **Question #6: I am a non-resident, can I participate in your events?**

Answer #6: Most of our classes are open to non-residents and there may be an additional fee, however, there are some programs that are limited to residents only.

### **Question #7: What is your refund policy?**

Answer #7: A cash refund will not be given after the start of a program. Credit slips may be offered due to extenuating circumstances, at the discretion of the director. However, should a program or trip be cancelled by this department, a full refund will be given. The refund could take from 2-4 weeks to be processed.

### **Question #8: Can I register without payment?**

Answer #8: Yes, but your child(ren) will NOT be placed on a team, allowed to start the program or receive any equipment or jerseys until the full registration fee is paid. Pre-registration and pre-payment are required before the start of the program.

### **Question #9: Can I register over the phone?**

Answer #9: No, absolutely not.

### **Question #10: Do coaches have to fill out an application?**

Answer #10: Yes and that form can be found on this website under that program.

### **Question #11: Do you need volunteers?**

Answer#11: YES, none of the rec. programs could run as well as they do without the help from numerous volunteers. Please email if you would like to.

### **Question #12: Do you have any community service hours available for Noble Students?**

Answer #12: Oh yes, I can always find plenty of things to do for community service hours.

### **Question #13: Can anyone rent the Community Center?**

Answer # 13: Yes, there is a rental form to be filled out with payment and deposit. The fees for residents and non-residents are different. There is also a non-profit rental form for North Berwick non-profit groups. Other non-profit /non-resident rentals are at the discretion of the Rec. Director

### **Question #14: Anything important I should know about the Community Center or Policies?**

Answer #14: Yes, there is absolutely NO alcohol allowed on the premises, inside or out. We do not have a liquor license. All trash accumulated during your rental must go with you and trash cans replaced with 33 gallon bags. The rental price is for a 6 hour block which includes set-up, event time, and clean up. There is a \$25.00 cleaning deposit that will be

kept if the center is not clean, swept and mopped after your event. Please read the rest of the requirements at the Rental section.

**Question #15: Is the Community Center Calendar available on line?**

Answer #15: Yes, it is on line for your viewing. It is pretty up to date, but you must call the rec. director for confirmation of the date and time to be absolutely certain. The director can then book your event.

**Question #16: Can you reserve the outside areas for an event?**

Answer #16: Yes, and that is highly recommended as the Community Center Area is very busy. There is an outdoor usage form at the Rental Information section. If you want recurring soccer games, events, or whatever it is required to fill that out.

**Question #17: What are the Parks & Recreation Office Hours?**

Answer #17: The office hours are M-W-F 8am-2pm and T-TH depend on my meetings and Registrations.

**Question #18: Do you have a Recreation Commission?**

Answer #18: YES, and we need new members.....

**Question #19: Where can I find directions to the Community Center/Rec. Office?**

Answer# 19: You can find them on any page in the Parks & Recreation section.

**Question #20: Is there a way of contacting the Recreation Department?**

Answer #20: Yes, by phone at 207-676-3206 or email at [nbrec@maine.rr.com](mailto:nbrec@maine.rr.com)

**Question #22: Is there financial aid available for the programs you run?**

Answer #22: Yes, there is a financial aid form to fill out, then turn it in and it will be reviewed. Using the information provided decisions are made at the discretion of the Recreation Director. We cannot guarantee to help anyone. It is based on a first come/first ask basis, financial information, and the programs budget. We will be as fair as possible to everyone.....

**Question #23: Are the sports registration forms available on line?**

Answer #23: Yes most are found under there sports headings.

**Question #24: Can you place advertisements or announcements on the sign by the road?**

Answer #24: No, that is strictly for the Parks & Rec. Dept or non-profit events approved by The Recreation Director.

**Question #25: Do you have to reserve the pavilion to use it?**

Answer#25: That is not really for rent, it is used on a first come, first serve basis.

**Question #26: Can anyone coach a sports team for the Parks and Recreation Dept?**

Answer #26: We take coaches applications from anyone interested in coaching a sport. If there are several applicants for the coaching positions we try and give town Residents first preference, but that is not always the case.

Thanks so much for visiting these pages and I hope you found all the answers you were looking for. If not please feel free to call or email  
Kristie L. Michaud ~ Rec. Director

North Berwick Parks & Recreation

