

TOWN OF WINDHAM  
PARKS & RECREATION

**LOWELL PRESERVE & EAST WINDHAM CONSERVATION AREA  
RESERVATION REQUEST APPLICATION & CONTRACT**

Permission for commercial and nonprofit use will generally be granted when the use is by another non-profit organization and for educational or recreational purposes. All requests will be assessed on a case-by-case basis. All groups and individuals seeking permission to conduct a program or event at Lowell Preserve and East Windham Conservation Area should complete this form and return it to the Town of Windham. Any commercial or nonprofit user must also provide satisfactory evidence of liability insurance coverage naming the Land Trust as an additional insured. If a use is approved, the group/individual will receive a reservation permit.

Contact Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization/Resident: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Reservation Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

*I \_\_\_\_\_ understand there are risks of physical injury in participating in Windham Parks & Recreation programs and/or visiting recreational facilities. I hereby release the Town of Windham, its employees, officials, and agents from any and all liability or loss or damage to personal property that my group, or I may experience in connection with programs sponsored by, or facilities managed by Windham Parks & Recreation.*

*I hereby consent to emergency medical procedures deemed appropriate or necessary on my behalf. I further authorize medical personnel to administer any required emergency medical treatment in the event that a guardian/family member cannot be reached by the telephone numbers provided on this form. The Windham Parks & Recreation Department does not provide accident or hospitalization insurance and all participants and/or facility users are advised to have adequate personal coverage. Please consider participant's own health, experience, and tolerance for risk before participating in any program or visiting facilities.*

*I consent to the use of my / my group's photo, video, artwork on the department website or in other promotional materials. The Windham Parks & Recreation Department reserves the right to refuse services to participants if the administration deems necessary for the safety of the participant, other program participants, or staff.*

*I have carefully read the release language and completely understand its content and I agree to all responsibilities in case of an emergency. I also acknowledge acceptance of the Lowell Preserve User Agreement & Policies. I sign this document for myself and as a representative for the group.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Town of Windham Dept. of Parks & Recreation • 8 School Road, Windham, ME 04062 • Mon - Fri 8:00 am – 4:00 pm  
Phone 892-1905/Fax 892-1923 • [Parks&Recreation@windhammaine.us](mailto:Parks&Recreation@windhammaine.us) • [www.windhamrecreation.com](http://www.windhamrecreation.com)

Office Use Only:  Approved & in MyRec  No Fee /  Payment Received  Cash  Credit Card  Check # \_\_\_\_\_

TOWN OF WINDHAM  
PARKS & RECREATION

**LOWELL PRESERVE & EAST WINDHAM CONSERVATION AREA  
USER AGREEMENT & POLICIES**

**User Agreement**

1. All permitted activities should comply with the Leave No Trace guidelines for recreational use of conservation land.
2. The Permittee shall comply with and observe all applicable state, local, and federal laws and regulations in the exercise of this permit.
3. Please adhere to the scheduled time that has been reserved for your use. If you need to cancel, please contact our office at 892-1905.
4. Alcoholic beverages, drugs, tobacco products, smoking and e-cigarettes are not permitted.
5. Disorderly conduct is prohibited.
6. Campfires are not permitted unless authorized by the Parks and Recreation Department.
7. It is the duty of the owner to remove and dispose of, in a safe and healthy manner, any waste left by their animal. (see Town of Windham Animal Control Ordinance 81-11 for full policy)
8. No dog under the control or care of any person shall be permitted to leave the property of that person unless the dog is on a leash of suitable strength allowing the animal to be brought immediately under control, or under direct voice command or electronic collar control. (see Town of Windham Animal Control Ordinance 81-7 for full policy)
9. Be considerate of other visitors and trail users.
10. Stay on marked trails and do not cut new trails.
11. Permittee will remove, at Permittee's cost, all trash, debris, materials, and equipment used in conjunction with the exercise of this permit. Any personal property left unattended will be taken to the Windham Parks and Recreation office and kept in lost and found for one week. If not claimed after one week, items will be donated.
12. Please leave parks and trail maintenance to the Windham Parks and Recreation Department/ Presumpscot Regional Land Trust and call 892-1905 to notify us of any trail maintenance issues.

*All users will be held accountable for any trash or damages caused by their usage. Notify the Parks and Recreation Department at 892-1905 as soon as possible if anything is damaged or if anyone is injured while on site. **Failure to comply with the above will result in loss of privileges.***

**Policies**

Reservation Policies

1. Must be at least 18 years or age to make a facility reservation for Lowell Preserve.
2. Reservation requests can be made online at windhamrecreation.com, or a printable reservation request form is available at the Parks and Recreation office and online.
3. Reservation requests must be submitted 72 hours in advance of the desired reservation time. We cannot guarantee a reservation request will be considered if submitted after 72 hours.
4. Making a reservation request does not guarantee your reservation until approved by the Parks and Recreation Department and fee has been paid.
  - a. Confirmed reservations will receive a confirmation email which includes a reservation permit. We recommend that you have your permit with you at the facility to show proof of reservation if needed.
5. A rain date may be requested for no additional fee.

6. The Windham Parks and Recreation Department reserves the right to refuse services to participants if the administration deems necessary for the safety of the participant, other participants, or staff.
7. No other use of the property may be made by the Permittee without the written permission of the Town of Windham. The Permittee shall not sublet, sell, transfer, assign, or otherwise dispose of this permit. No transfer of this permit shall, in any case, release the Permittee of liability under this agreement.
8. All group usage of Lowell Preserve increases our stewardship workload and costs. It is suggested that any approved commercial and nonprofit use be accompanied by a financial donation to the Parks and Recreation Department or the Presumpscot Regional Land Trust and time spent cleaning up the trails to help offset this burden. Neither the making of a donation nor the donation amount will be taken into account when a program/event is reviewed for permission.

*By signing your name as a representative for your group on the Lowell Preserve Reservation Request Application & Contract, we acknowledge your acceptance of this agreement/policy. The use shall be limited to the purposes for which it is intended. **Failure to comply with the above will result in loss of privileges.***