

TOWN OF WINDHAM  
PARKS & RECREATION

**COMMUNITY PARK RESERVATION REQUEST APPLICATION & CONTRACT**

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

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

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

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

- Reservation Locations:**
- Basketball/Pickleball Court 1
  - Basketball/Pickleball Court 2
  - Volleyball Court 1
  - Volleyball Court 2
  - Pavilion

- User Group:**  **Private User**
- Fee required after reservation request is approved by the Parks and Recreation Department
  - Reservations only available for one court (Volleyball or Basketball/Pickleball) at a time
- Public User** (Windham organizations, recreation groups, etc.)
- May be invoiced after reservation if desired

**Reservation Fees:**  No Fee  Invoice (Public Users Only)

**Pavilion Rental:** \$20/hour resident, \$30/hour non-resident: \_\_\_\_\_

**Court Rental:** \$10/hour resident, \$15/hour non-resident (\$5/\$10 with pavilion rental): \_\_\_\_\_

**Equipment Rental:**  \$15

**Total:** \_\_\_\_\_

Cash  Credit Card  Check # \_\_\_\_\_

**Providing Proof of Liability Insurance:**  No  Yes

**Equipment:**  None  Basketball(s) # of Items: \_\_\_\_\_  
 Volleyball(s)  
 Pickleball Paddle(s)  
 Pickleball(s)

*See reverse for equipment rental information & disclaimer*

**Required for Renting Equipment:**

Estimated date & time during Town Hall business hours to pick up equipment: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp (MM/YY): \_\_\_\_\_ 3 Digit Code: \_\_\_\_\_

If equipment is broken or not returned, you will be charged for the replacement cost of the items as stated below:

- Basketball: \$20.00
- Volleyball: \$20.00
- Pickleball Paddle: \$15.00
- Pickleball: \$3.00

**TOWN OF WINDHAM  
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*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 Community Park 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                       Payment Received                       Insurance Received  
                          Reservation Sign                       No Equipment /  Picked Up                      Equipment Returned on \_\_\_\_\_

TOWN OF WINDHAM  
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**COMMUNITY PARK FACILITY USER AGREEMENT & POLICIES**

**User Agreement**

1. Please adhere to the scheduled time and courts that have been reserved for your use. If you need to cancel, please contact our office at 892-1905.
2. Community Park is open Dawn to Dusk.
3. Courts may be used on a drop in, first come, first served basis. However, when court(s) have been reserved, players without a permit must vacate the court.
4. Alcoholic beverages, drugs, tobacco products, smoking and e-cigarettes on the premises is strictly forbidden.
5. Loud music is prohibited.
6. No glass containers in the park.
7. Littering and graffiti are prohibited.
8. Use of obscene or foul language is prohibited.
9. Malicious destruction of park property is grounds for removal.
10. Pets are not permitted on court surfaces.
11. Rollerskates/blades, skateboards, scooters, and bikes are not allowed on the basketball courts. Please remain in skatepark for those activities.
12. Hanging on rims or dunking is prohibited.
13. Pickleball, basketball and volleyball equipment must be used in the manner in which they were intended.
14. Fires are not permitted.
15. Do not pick up or remove anything natural: please leave it for others to enjoy.
16. Enjoy wildlife from a distance: do not feed or disturb animals or birds.
17. 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)
18. 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)
19. Be considerate of other park users.
20. Visitors are required to store food securely and leave the park clean.
21. Take all trash and belongings with you when leaving the park.
22. Any personal property left unattended may 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.
23. Please leave park maintenance to the Windham Parks and Recreation Department and call 892-1905 or email parks&recreation@windhammaine.us to notify us of any 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.***

*See reverse side for Community Park reservation policies.*

## **Policies**

### Closing Policies

1. The Community Park is open dawn to dusk.
2. The Community Park may occasionally close for maintenance; closings will be posted on Windham Parks and Recreation's website and Facebook page.

### Reservation Policies

1. Must be at least 18 years old to make a reservation for the basketball/pickleball and volleyball courts.
2. Reservation requests may be made online at windhamrecreation.com, or a printable Community Park 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 a reservation until approved by the Parks and Recreation Department and the reservation 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.
  - b. Reservation sign(s) will be posted at the appropriate court(s).
5. Fees per reservation
  - a. Pavilion Rental: \$20/hour resident, \$30/hour non-resident
  - b. Court Rental: \$10/hour resident, \$15/hour NR (\$5/hour resident, \$10/hour NR with pavilion rental)
  - c. Equipment rentals: \$15.00 flat rate
6. A rain date may be requested for no additional fee.
7. Skatepark reservations are not available.
8. Reservation User Types
  - a. Private Users
    - i. Payment required after reservation request is approved by the Parks and Recreation Department.
    - ii. Can only reserve one court (Volleyball or Basketball/Pickleball) at a time.
  - b. Public Users (Windham organizations, recreation groups, etc.)
    - i. May be invoiced after reservation if desired.
    - ii. May be required to provide proof of liability insurance from their organization. Must be provided before first time facility use.
9. 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.

### Equipment Renting Policies

1. Must be 18 years of age or older to rent equipment for reservations.
2. Equipment must be used in the manner in which it is intended.
3. A credit/debit card number for equipment is required to secure payment in the event that the equipment is not returned; All credit/debit card numbers are properly discarded when equipment has been returned, or at the end of the season.
4. Equipment must be picked up at the Parks and Recreation office prior to reservation during regular business hours.
  - a. Reservation contact person must pick up the equipment, unless otherwise authorized by the Parks and Recreation office.
  - b. Equipment must be brought back to the Parks and Recreation office in a timely manner, no more than 2 business days after reservation.
5. Renters are responsible for equipment. Renter will be charged for any items that are lost or broken/damaged. Price list for lost or broken items:
  - a. Basketball: \$20.00
  - b. Volleyball: \$20.00
  - c. Pickleball Paddle: \$15.00
  - d. Pickleball: \$3.00
6. Fees for any item broken/damaged or lost that are charged to the renter are assessed by the Parks and Recreation Department; Renter will be notified before fee is charged to the card on file.
7. Rental purchases may be refunded on a case-by-case basis.

### Cancellation & Refund Policies

1. Please call or email Windham Parks and Recreation for any cancellations so we can accommodate other groups.
2. 100% refund is provided if one-time reservation is cancelled by Windham Parks & Recreation, minus the credit card processing fee.
3. Pro-rated refund will be applied if multiple reservations are cancelled by Windham Parks & Recreation after reservations begin.
4. Full or partial refunds may be applied on a case-by-case basis if user cancels reservation.
5. All refunds are handled through the Parks and Recreation office; there are no cash refunds provided.

*By signing your name as a representative for your group on the Community Park 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.***