



TOWN OF WINDHAM  
PARKS & RECREATION

**LINCOLN FIELD USER AGREEMENT & POLICIES**

**User Agreement**

1. Users must provide adequate adult supervision. No one under the age of 18 will be permitted to use the field unsupervised.
2. 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.
3. Alcoholic beverages, drugs, tobacco products, smoking and e-cigarettes are not permitted.
4. Disorderly conduct is prohibited.
5. Do not pick up or remove anything natural: please leave it for others to enjoy.
6. Enjoy wildlife from a distance: do not feed or disturb animals or birds.
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 and respectful of neighbors and other user groups.
10. Please leave field maintenance to the Windham Parks and Recreation Department and call 892-1905 for any field maintenance issues.
11. Take all trash and belongings with you when leaving the field.
12. 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.

*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 Lincoln Field reservation policies.*

## **Policies**

### Reservation Policies

1. Must be at least 18 years old to make a facility reservation for Lincoln Field.
2. Reservation requests can be made in person at the Parks and Recreation office or a printable reservation request form is available at the Parks & 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 office and any applicable reservation fee has been paid.
  - a. Fees will be applied on a case-by-case basis.
  - b. 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. Users may be required to provide proof of liability insurance from their organization. Must be provided before first time gym use.
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.

### Cancellation & Refund Policies

1. Please call or email Windham Parks and Recreation Department 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 Lincoln Field 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.***