

TOWN OF WINDHAM
PARKS & RECREATION

DUNDEE 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: _____

Reservation Date(s): _____ Time: _____ - _____

Reservation Location: Beach Pavilion Grove Pavilion Picnic Area

Private Group

- \$60 deposit is required after reservation request is approved by the Parks and Recreation Department (first 20 people are paid for with deposit and any additional will be \$3 per person).
- Groups with more than 20 people - upon arrival the gate attendant will hold a debit/credit card. See park attendant when leaving the park to confirm group numbers, pay balance and retrieve debit/credit card.

Public Group (recreation camps, group homes, etc.)

- Check in with the gate attendant to confirm group numbers.
- Group will be invoiced after visit.

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 Dundee 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 • www.windhamrecreation.com

Office Use Only: Approved & added to MyRec No Fee / Payment Received Cash Credit Card Check # _____

Rev: 3/15/22

TOWN OF WINDHAM
PARKS & RECREATION

DUNDEE PARK RESERVATION USER AGREEMENT & POLICIES

User Agreement

1. Users are required to follow all park guidelines and rules listed below.

- NO tobacco or e-cigarettes
- NO pets
- NO alcoholic beverages or drugs
- NO unsupervised children under 12 years

For your Safety and the Safety of others, **Please DO NOT**:

- Bring glass containers to the beach
- Throw sand or rocks
- Feed or chase the ducks
- Chicken fight or rough house
- Use foul language
- Bring boats into the swimming area
- Swim outside the buoy lines or hang on the buoys or lines
- Block the line of sight of the lifeguards with tents or umbrellas
- Leave trash or your belongings on the beach
- Use regular diapers on your child in the water, only swim diapers are allowed
- Turn your music up so loud that it disturbs other visitors

While on the Float, **Please DO NOT**:

- Do flips, run or push off the float
- Swim to the float wearing a life jacket unless you have an adult with you
- Swim under the float
- Block the ladder or jump from it
- Bring non-wearable flotation devices onto the float

2. Users are required to follow all park guidelines, beach rules and **Dundee staff directions**.

3. **Parents are responsible for the supervision of their children at all times, even when lifeguards are on duty.**

4. Although we will do our best to provide lifeguard coverage during peak hours, we are unable to guarantee lifeguards will be on duty during your visit.

5. Please leave Dundee Park promptly at closing time.

6. To cancel a reservation, contact the Parks and Recreation office at 892-1905 (M-F) or Dundee Park at 893-2415 (S-S).

*All users will be held accountable for any trash or damages caused by their usage. Notify Dundee Park staff 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 Dundee Park reservation policies.

Policies

Reservation Policies

1. Must be at least 18 years of age to make a reservation.
2. Reservation requests may be made online at windhamrecreation.com or a printable reservation request form is available at Dundee Park or the Parks and Recreation office.
3. Reservation spots include the Beach Pavilion, the Grove Pavilion or the Picnic Area.
4. Must have 20+ people to make a reservation and to receive the \$3 group rate, unless authorized by the Parks and Recreation Department.
5. Reservation Group Types
 - a. Private Groups
 - i. \$60 deposit is required when the reservation request is approved by the Parks and Recreation Department (first 20 people are paid for with deposit and any additional will be \$3 per person).
 - ii. Groups with more than 20 people: upon arrival the gate attendant will hold a debit/credit card. See gate attendant when leaving the park to confirm group numbers, pay balance and return debit/credit card.
 - b. Public Groups (recreation camps, group homes, etc.)
 - i. Check in with the gate attendant to confirm group numbers.
 - ii. Group will be invoiced after visit.
6. 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.
7. Making a reservation request does not guarantee your reservation until approved by the Parks and Recreation Department and if applicable, the \$60 deposit has been paid.
 - a. Confirmed reservation users will receive a confirmation email which includes a permit. Have the permit with you to show proof of reservation if needed.
 - b. Reservation sign(s) will be posted at the appropriate spot(s).
8. If space is available, a reservation for Saturday or Sunday (made that day) may be made at Dundee with a deposit.
9. Season pass(es) cannot be used for reservation payment.

Reservation Rain Date Policies

1. Public groups may pick one rain date for the season.
2. Private user groups may be approved for a rain date on a case-by-case basis pending availability.

Reservation Cancellation & Refund Policies

1. For cancellations call the Parks and Recreation office, M-F at 892-1905. (If cancelling a week-end reservation after 4 pm on Friday, call Dundee Park at 893-2415.)
2. Dundee will call user(s) if Dundee closes due to weather.
3. For reservations cancelled by the user 72 hours before the reservation, 100% of the deposit will be refunded, minus the processing fee.
4. For reservations cancelled because of park closure (due to weather or unforeseen circumstances), contact the Parks and Recreation office for a refund or to reschedule reservation. 100% of the deposit will be refunded, minus the credit card processing fee, if the reservation cannot be rescheduled.
5. Deposit refund cannot be guaranteed if user does not cancel 72 hours before reservation.
6. No cash refunds.
7. All refunds are handled through the Parks and Recreation office.

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