

TOWN OF WINDHAM
PARKS & RECREATION

DUNDEE PARK POLICIES

General Park Policies

1. All park visitors must check in at the attendant booth before entering the park.
2. Dundee Park accepts cash, checks and major credit cards as forms of payment.
3. Visitors 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
4. **Carry In – Carry Out all trash.** All visitors must take trash home with them including any trash from snack shack purchases. On-site dumpster is for employee use only.
 5. Bathrooms are available for visitors.
 6. Snack shack items for visitors are available at the Boathouse.
 7. BBQ charcoal grills are available for visitors to use.
 - a. Visitors must supply their own charcoal.
 - b. Clean grill after use but do not pour water on hot coals - leave them for the park attendants to clean up.
 - c. Visitors may bring their own grills into the park.
 8. No free drinking water is available.
 9. Visitors may bring canoes or kayaks, but must keep them outside the swim area; no motorized water boats.
 10. Boats are not permitted to be launched by the gate entrance.
 11. Any flotation device is to remain inside the swim area.
 - a. Non-swimmers wearing flotation devices are prohibited to pass the deep-water buoys unless accompanied by an adult.
 - b. Large flotation devices are only allowed outside the marked shallow swim area.
 12. Bicycles are not to be ridden throughout the park or on the trails. Bicycles may be stored on the bike rack.
 13. Items left at the park will be put into the Lost and Found, located in the Boathouse. All items not claimed by the end of the season will be donated or thrown out.
 14. At times, staff members may be taking photos of Dundee Park and visitors to use as promotional materials.
 15. 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.

Parking Policies

1. When the parking lot is full, cars may park on the right side of the road as if leaving the park. Enter the park, pay fee at gatehouse, pull ahead and unload, drive around the parking lot and park on the road.
2. Parking is only permitted on one side of the road (right side when leaving the park) per fire and police regulations.
3. Two bus parking areas on the road are for bus parking only.
4. Emergency vehicles must have access to the park at all times.
 - a. Emergency vehicles will park just past the gatehouse on the grass.
 - a. The gated grassy area beyond the gatehouse is for emergency vehicle access; do not block this access.

Closing Policies

1. Dundee Park will close during thunderstorms, when it is unsafe for visitors to be in the water due to E. coli or other contaminations, or when there is steady or heavy rain as determined by park managers.
2. Park staff may close Dundee in the middle of the day when sudden rain or thunderstorms appear.
 - a. Visitors must return to their vehicle during a thunderstorm and are not allowed to shelter under the pavilion or trees.
 - b. There are no admission refunds if the park closes early.
 - c. Kids are often left at the park with no transportation. If kids are not picked up within 20 minutes of the park closing, the non-emergency police number will be called for transportation assistance.
3. Closings will be posted on the Windham Parks and Recreation's website, Facebook page and a message will be left on Dundee's phone.

Snack Shack Policies

1. Snack Shack opens every day at 10:00am and closes 1 hour before the park closes.
2. Cash, checks and major credit cards are accepted at the snack shack.
3. Carry In – Carry Out all trash, including trash from snack shack purchases.
4. \$3.00 credit card minimum.
5. Sales are final. No refunds or returns.

Season Pass Policies

1. Season pass stickers for your vehicle may be purchased at the Parks and Recreation office, at Dundee Park's Boathouse, or online.
 - a. Season pass must be picked up at the Parks and Recreation office or at Dundee if purchased online. Proof of payment is required.
 - b. Veteran/Military season pass(es) are the same as senior rates and must be purchased in person at Dundee Park or at the Parks and Recreation office to show proof of Military ID.
2. Windham residents may request an additional pass for a household with an additional vehicle; non-residents may request a second pass at half price for a household with an additional vehicle.
3. Season pass must be put on the front left side of your car windshield.
4. Attendant may check any pass holder ID for any information that does not match. Pass will no longer be valid if discrepancies are found.
5. Season passes are not intended for Community Groups, Day Camps, Day Care Groups or reservation payments.
6. Passes cannot be transferred or given away at the end of the season.
7. Season pass may be refunded on a case-by-case basis and prorated based on the number of park visits.
 - a. No cash refunds.
 - b. All refunds are handled through the Parks and Recreation Office.

Rental Policies

1. Must be at least 18 years of age to rent or borrow any equipment.
2. Pedal boats, kayaks, canoes and stand-up paddleboards are available to rent at the Boathouse and a Boat Rental Agreement Form is required to be filled out at time of rental.
3. Volleyballs, basketballs, horseshoes, life jackets, Bocce Ball, Ladderball and Cornhole are available to borrow at the Boathouse.
4. Driver's license or car keys must be left with the staff member until equipment is returned.

5. Rental fee is \$5 per hour or any portion of an hour (paddles and life jackets are included).
6. Renters must check in after every hour to see if there is another renter wanting to use the boat before taking it for another hour.
7. Waiting lists are put in place on busy days. If you are added to the waiting list, you are responsible to check in at the Boathouse to see if the equipment is available.
8. Renters are responsible for rented equipment and will be charged for any equipment that is lost or broken/damaged. Price list for lost or broken equipment:
 - a. Life Jacket: \$16.00
 - b. Basketball/Volleyball: \$20.00
 - c. Paddle: \$30.00
 - d. Bocce Ball: \$40.00
 - e. Ladderball: \$25.00 per ladder / \$5.00 per bolas
 - f. Cornhole: \$75.00 per board / \$5.00 per bag
 - g. Canoe: \$400.00
 - h. Kayak: \$400.00
 - i. Pedal boat: \$400.00
 - j. Paddleboard: \$600.00
9. Rental fees may be refunded on a case-by-case basis.

Rental User Agreement

1. Driver's license or car keys will be left with the staff member on site until equipment is returned.
2. Life jacket must be worn at all times by all rental users.
3. Renter will be responsible for the condition of the pedal boat, paddleboards, canoe, life jackets, and paddles that have been assigned for use, and will return all equipment undamaged after use.
4. Renter will use the equipment appropriately with no horse play while on the Presumpscot River.
 - a. No standing, rocking, or tipping the boat.
 - b. Paddleboards are not swimming platforms.
5. Renter is responsible for any and all damage to or loss of the equipment used, including possible replacement as determined by the Windham Parks and Recreation Department.
6. Renter must stay in sight of the beach.
7. Renter will not leave any trash behind in the river, the boat or at the park.
8. Renter will respect other paddlers on the river.
9. Renter understands there will be no jumping or diving from the boats.
10. Renters may not dock park boats on any property other than Dundee Park.

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 User Agreement

1. Users are required to follow all park guidelines, beach rules and Dundee staff directions.
2. Parents are responsible for the supervision of their children at all times, even when lifeguards are on duty.
3. 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.
4. Please leave Dundee Park promptly at closing time.
5. To cancel a reservation, contact the Parks and Recreation office at 892-1905 (M-F) or Dundee Park at 893-2415 (S-S).

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.