

TOWN OF WINDHAM  
PARKS & RECREATION

**TOWN HALL 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) (Including setup and cleanup): \_\_\_\_\_

**Reservation Location:**

- Gym - Use of kitchen  Yes  No
- Conference Room
- Council Chambers
- Playground Pavilion

**Max Occupancy**

400  
10  
60

**Equipment**

- Tables  Chairs  Pickleball Equipment
- Basketballs  Other: \_\_\_\_\_
- # of Items: \_\_\_\_\_
- Pre-School Play Equipment (Gym Only, \$15 fee)

**Reservation Fees:** (Gym (Fri-Sun): \$20/hour resident, \$30/hour non-resident, Playground: \$10/hour):

- No Fee  Cash  Credit Card  Check # \_\_\_\_\_

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

*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 Town Hall 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:  Outlook Calendar  MyRec/Outlook Calendar  Scheduled with Brian  Received Insurance  Received Payment

Rev: 3/12/24

TOWN OF WINDHAM  
PARKS & RECREATION

**TOWN HALL FACILITY USER AGREEMENT & POLICIES**

**User Agreement**

1. Users of the Town Hall gym, playground pavilion, meeting room and council chambers must provide adequate adult supervision. No one under the age of 18 will be permitted to use the facility unsupervised.
2. Please be aware the Town Hall Gym is always under surveillance, with recording taking place.
3. Please adhere to your scheduled time that has been reserved for your use. If you need to cancel, please contact our office immediately during normal business hours at 892-1905.
4. For weekend and after hour use, **if the building is locked at your scheduled time, please call (207) 370-1356** to reach an on-call Parks & Recreation staff member to unlock the building.
5. If you wish to cancel or leave before your scheduled time **on a weekend or after 4:00 pm on Thursday, please call (207) 370-1356** to reach an on-call Parks & Recreation staff member. The building cannot be left unlocked and unattended.
6. If there are any emergency issues that require building maintenance staff, please call (207) 405-4979.
7. Alcohol or drug use anywhere within the Town Hall or on Town Hall premises is strictly forbidden. Smoking and e-cigarettes are allowed in designated smoking areas 20 feet from the building.
8. Entrances, doorways, restrooms and exit doors must be accessible at all times. The Town Hall is often used for evening meetings and the grey carpet along the length of the gym must be kept clear, since this could pose a life safety hazard if blocked in the event of an emergency.
9. Chewing gum is not permitted in the gym. Please dispose of gum properly in the trash.
10. The lobbies, kitchen and stage area are off-limits for anyone who has not been granted access to those spaces for their intended use. Please do not loiter, play, or use the toys, exercise equipment or theater property stored in these areas.
11. The lobby-side gym wall and hoop CANNOT be used (no balls bounced) while Town Hall employees are in the building; Monday and Wednesday 7:00am-5:30pm, Tuesday 7:00am-6:30pm, and Thursday 7:00am-4:30pm.
12. Please be respectful of town employees and other user groups.
13. If you are using any town owned tables and/or chairs, please put them back as found. They are not to be removed from the building. If you have requested use of the kitchen, please do not leave any food items behind, and please clean up after using it.
14. All restrooms must be checked prior to leaving. Please pick up any trash or personal belongings.
15. Please secure all doors and turn off all lights prior to leaving.
16. Please no pets.

*All users will be held accountable for any trash, spills or damages caused by their usage of the building. Notify the Parks and Recreation Department at (207)892-1905 as soon as possible if anything is damaged or if anyone is injured while on site. For any building emergencies contact Building Grounds and Maintenance at (207)405-4979. **Failure to comply with the above will result in loss of privileges.***

*See reverse side for Town Hall reservation policies.*

Rev: 3/12/24

## Reservation Policies

1. Gym Reservations
  - a. One-time individual facility use for weekdays only may be scheduled over the phone or in person.
  - b. Multi-date use is first scheduled for WCST, Windham Parks and Recreation, Adult Ed, RSU14 and Windham Youth Sports organizations. One-time gym use is scheduled with the time remaining.
  - c. Reservations are required for multi-date or weekend use. Reservation requests may be made online at windhamrecreation.com or a printable Town Hall Reservation Request Application & Contract is available online or at the Parks & Recreation office.
    - i. Requests must be submitted 4 days before the desired reservation time. We cannot guarantee a reservation request will be considered after 4 days.
    - ii. Making a reservation request **does not guarantee** a reservation until approved by the Parks and Recreation office and the reservation fee has been paid.
  - d. \$20/hour resident fee, \$30/hour non-resident fee for any weekend usage (birthday parties, meetings, etc.).
  - e. Multi-date use requests may require adjustments in order to accommodate as many groups as possible.
  - f. Multi-date public users may be required to provide proof of liability insurance from their organization. Must be provided before first time gym use.
  - g. One-time gym users must sign in at the Parks and Recreation office during regular business hours before gym use.
2. Conference Room & Council Chamber Reservations
  - a. One-time individual facility use for weekdays only (Monday-Thursday) may be scheduled over the phone or in person at the Parks & Recreation office on a first come, first served basis. There are no weekend (Friday-Sunday) reservations available for the conference room or council chambers.
  - b. Town Hall doors will automatically unlock 15 minutes before scheduled meeting time and will stay unlocked for 30 minutes. Users may request additional if needed.
3. Playground Pavilion Reservations
  - a. Reservation requests may be made online at windhamrecreation.com, in-person, or by phone. A printable Town Hall Reservation Request Application is also available online or at the Parks & recreation office.
    - i. Requests must be submitted 4 days before the desired reservation time. We cannot guarantee a reservation request will be considered after 4 days.
    - ii. Making a reservation request **does not guarantee** a reservation until approved by the Parks and Recreation office and the reservation fee has been paid.
  - b. \$10/hour fee for Windham residents and non-residents.
4. Must be at least 18 years old to make a facility reservation at Town Hall.
5. All users must adhere to the Town Hall User Agreement & Policies.
6. The Windham Parks and Recreation Department reserves the right to refuse services to participants if the administration deems it necessary for the safety of the participant, other participants, or staff.

## Pre-School Gym Equipment Rental Policies

1. Must be at least 18 years of age to rent Equipment.
2. Equipment must be used in the manner in which they are intended.
3. Key must be picked up at the Parks and Rec. office prior to reservation to access the equipment storage room.
  - a. Reservation contact person must pick up the storage key, unless otherwise authorized by the Parks and Recreation office.
  - b. Key must be brought back to the Parks and Recreation office in a timely manner, no more than 2 business days after reservation; Key may be dropped in the drop box outside of Town Hall when the building is closed.
4. Renters are responsible for all items and the storage key. Renters will be charged for any items that are lost or broken/damaged. The damage cost is left to the discretion of the Parks and Recreation office.
5. 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.

## Cancellation & Refund Policies

1. Due to the high demand of our facility, please call or email the 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 the user cancels reservation.
5. All refunds are handled through the Parks and Recreation office; No cash refunds are provided.

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