

TOWN OF WINDHAM
PARKS & RECREATION

TOWN HALL FACILITY USE APPLICATION & CONTRACT

Name: _____ Phone: _____

Address: _____

E-mail: _____

Organization/Resident: _____

Address: _____

Purpose of Use: _____

Date(s) of Use: _____ Time(s) of Use: _____

Expected Attendance: _____

Facility Requested: Gym – Use of Kitchen in Gym: Yes No

Conference Room 1 Conference Room 2 Council Chambers

No Payment Payment: \$ _____ Cash Credit Card Check # _____

I _____ hereby release the town/city of Windham, its employees, officials and agents from any and all liability of loss or damage to personal property that, my child or I may experience while using Windham recreational facilities.

By signing my name as a representative for the group on this reservation request form, I acknowledge acceptance of the Town Hall User Agreement/Policy form. The use shall be limited to the purposes for which it is intended. Activities which endanger persons or property are prohibited. The removal, injury or damage of anything natural or physical within any facility is strictly prohibited.

The Windham Parks and Recreation Department reserves the right to refuse services to participants in the administration deems necessary for the safety of the participant, other participants, or staff.

SIGNATURE

DATE

8 School Road, Windham ME 04062 • Phone 892-1905/Fax 892-1923 • Mon-Fri 8:00am – 4:00pm
Parks&Recreation@windhammaine.us • www.windhamrecreation.com

Office use only: Entered on Calendar Weekday No Fee
 Weekend – contacted employee Payment Received

TOWN OF WINDHAM
PARKS & RECREATION

TOWN HALL FACILITY USER AGREEMENT & POLICY

Town Hall User Agreement

1. Users of the Town Hall Gym or meeting rooms 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 and recording.
3. Please adhere to your scheduled time period that has been reserved for your use. If you need to cancel, please contact our office immediately at 892-1905.
4. Smoking, alcohol or drug use anywhere within the Town Hall or on Town Hall premises is strictly forbidden.
5. All entrances and doorways must be kept clear. The Building, Grounds Maintenance office, restrooms and exit doors must be accessible at all times. The grey carpet along the length of the gym must be kept clear. This may pose a life safety hazard in the event of an emergency and the Town Hall is often used for evening meetings and access cannot be blocked.
6. Chewing gum is not permitted in the gym. Please dispose of gum properly in the trash barrel.
7. The lobby of the Town Hall, 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.
8. The lobby-side gym wall and hoop CANNOT be used (no balls bounced) during normal business days, Monday – Friday, from 7:00am – 4:00pm. Noise levels must be kept to a minimum during business and evening hours.
9. 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.
10. All restrooms must be checked prior to leaving. Please pick up any trash, or personal belongings.
11. Please secure all doors and turn off all lights prior to leaving.
12. For weekend use only, if the building is locked at your scheduled time, call 207-572-0342 to reach a parks and recreation employee.

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 892-1905 as soon as possible if anything is damaged or if anyone is injured while on site. For any building emergencies contact Windham Police dispatch at 892-2525 and have them contact Brian Morin, Building, and Grounds Maintenance Supervisor. **Failure to comply with the above will result in loss of privileges.**

Town Hall Reservation Policy

1. Anyone in the parks and recreation office can make a reservation over the phone or in person for one-time facility use.
2. Multiple reservation dates must be reserved and approved by the Parks and Recreation Administrative Assistant.
3. Gym scheduling – Extended use is scheduled for WCST, Windham Parks and Recreation, Adult Ed, and RSU14. One-time use is scheduled with the time remaining.
4. Conference Rooms and Counsel Chambers are scheduled on a first come, first serve basis.
5. During work hours, 8am-4pm, anyone playing basketball must only use the far end of the basketball court (parking lot side).

Cancellation Policy

1. Due to the high demand of our facility, call or email the Parks and Recreation Department for any cancellations so we can accommodate other groups.
2. During weekend reservation, for cancellations after 4pm on Friday, call the number provided on Town Hall Facility User Agreement.

*By signing your name as a representative for your group on the reservation form, 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.***