

TOWN OF WINDHAM
PARKS & RECREATION

**DONNABETH LIPPMAN PARK (CHAFFIN POND)
RESERVATION REQUEST APPLICATION & CONTRACT**

Contact Name: _____ DOB: _____

Address: _____ Town: _____ Zip: _____

Phone: _____ E-mail: _____

Organization/Resident: _____

Purpose of Use: _____ Expected Attendance: _____

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

Reservation Option: Picnic Pavilion: \$25.00 Picnic Pavilion with lawn games: \$40.00

Required for Renting Lawn Games:

Estimated date & time to pick up lawn games storage shed key: _____

Credit Card #: _____ Exp (MM/YY): _____ 3 Digit Code: _____

If equipment is broken or not returned, you will be charged for the replacement cost of the items as stated below:

- Connect Four: \$130.00 / \$5.00 per ring
- Corn Hole: \$75.00 per board / \$5.00 per bean bag
- Velcro Paddle Toss: \$5.00 per paddle/ball
- Key: \$10.00
- Bocce Ball: \$40.00
- Tumbling Blocks: \$50.00
- Kan Jam: \$40.00 / \$15.00 frisbee

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 group, 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 Donnabeth Lippman Park User Agreement & Policies. 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 if 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: Approved & in MyRec No Fee / Payment Received Cash Credit Card Check # _____
 Reservation Sign No Key / Key Picked Up # _____ Key Returned on _____

TOWN OF WINDHAM
PARKS & RECREATION

DONNABETH LIPPMAN PARK USER AGREEMENT & POLICIES

User Agreement

1. Please adhere to your scheduled time that has been reserved for your use. If you need to cancel, please contact our office at 892-1905.
2. Alcoholic beverages, drugs, tobacco products, smoking and e-cigarettes are not permitted.
3. Disorderly conduct is prohibited.
4. Campfires are not permitted unless authorized by the Parks and Recreation Department.
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. 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 leach of suitable strength. (see Town of Windham Animal Control Ordinance 81-7 for full policy)
9. Be considerate of other visitors and trail users.
10. Firearms and hunting are not permitted at Lippman Park.
11. Disorderly conduct is prohibited.
12. Stay on marked trails and do not cut new trails.
13. 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.
14. Visitors are required to store food securely and leave all parks and trails clean.
15. Take all trash and belongings with you when leaving the park.
16. Please leave parks and trail maintenance to the Windham Parks and Recreation Department and call 892-1905 to notify us of any trail maintenance issues.

*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.***

Policies

Pond Use Policies

1. Non-motorized boats may be used in Chaffin Pond.
2. No drilling holes for ice fishing in the skating area.
3. Do not drive up to the pond, keep all vehicles in the parking lot.

Closing Policies

1. Lippman Park closes at dusk unless scheduled program is taking place.
2. Lippman Park may occasionally close for maintenance.
 - a. Closings will be posted on Windham Parks and Recreation's website and Facebook page.

Reservation Policies

1. Must be at least 18 years or age to make a facility reservation for Lippman Park.
2. Reservation requests can be made online at windhamrecreation.com, or a printable reservation request form is available at the Parks and Recreation office and online.

3. Making a reservation request does not guarantee your reservation until approved by the Parks and Recreation Department and fee has been paid.
4. 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.
5. Fees per reservation.
 - a. Pavilion reservation only: \$25.00.
 - b. Pavilion reservation and lawn games: \$40.00.
6. May request a rain date for no additional fee.
7. 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.

Lawn Game Rental Policies

1. Must be at least 18 years of age to rent any lawn games.
2. Lawn games must be used in the manner in which it was intended.
3. A credit/debit card number for lawn games is required to secure payment in the event that the lawn games are not returned or broken.
 - a. All credit/debit card numbers are properly discarded when the lawn games and key have been returned, or at the end of the season.
4. Key must be picked up at the Parks and Recreation office prior to reservation to access the lawn games storage shed.
 - a. Reservation contact must pick up the lawn game 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.
 - i. Key can be dropped in the drop box outside of the Town Hall.
5. Renters are responsible for all lawn games and the storage shed key. Renter will be charged for any items that are lost or broken/damaged. Price list for lost or broken items:
 - a. Key: \$10.00
 - b. Cornhole: \$75.00 per board / \$5.00 per bean bag
 - c. Bocce Ball: \$40.00
 - d. Connect Four: \$130.00 / \$5.00 per ring
 - e. Tumbling Blocks: \$50.00
 - f. Kan Jam: \$40.00 / \$15.00 frisbee
 - g. Velcro Paddle Toss: \$5.00 per paddle/ball
6. Any fees charged to the renter is assessed by the Parks and Recreation Department for any item broken/damaged or lost.
 - a. Renter will be notified by the Administrative Assistant before fee is charged to the card on file.
7. Rental purchases may be refunded on a case-by-case basis.

Cancellation Policies

1. Call or email Windham Parks and Recreation for any cancellations so we can accommodate other groups.

Refund Policies

1. 100% refund if one-time reservation is cancelled by Windham Parks & Recreation, minus the credit card processing fee.
2. Pro-rated refund will be applied if multiple reservations are cancelled by Windham Parks & Recreation after reservations begin.
3. Full or partial refunds may be applied on a case-by-case basis if user cancels reservation.
4. No cash refunds.
5. All refunds are handled through the Parks and Recreation office.

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