

TOWN OF WINDHAM
PARKS & RECREATION

LINCOLN FIELD RESERVATION REQUEST APPLICATION & CONTRACT

Contact Name: _____ Phone: _____

Address: _____ Town: _____ Zip: _____

E-mail: _____

Organization/Resident: _____

Purpose of Use: _____

Date(s): _____

Time(s): _____

Expected Attendance: _____

Fee: No Fee
 \$ _____ 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 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 application form, I acknowledge acceptance of the Lincoln Field 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 No liability insurance needed No Fee
 Liability insurance has been provided Payment Received

TOWN OF WINDHAM
PARKS & RECREATION

LINCOLN FIELD USER AGREEMENT & POLICIES

User Agreement

1. Users must provide adequate adult supervision. No one under the age of 18 will be permitted to use the field unsupervised.
2. 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.
3. Alcoholic beverages, drugs, tobacco products, smoking and e-cigarettes are not permitted.
4. Disorderly conduct is prohibited.
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 leash of suitable strength. (see Town of Windham Animal Control Ordinance 81-7 for full policy)
9. Be considerate and respectful of neighbors and other user groups.
10. Please leave field maintenance to the Windham Parks and Recreation Department and call 892-1905 for any field maintenance issues.
11. Take all trash and belongings with you when leaving the field.
12. 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.

*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.***

See reverse side for Lincoln Field reservation policies.

Policies

Reservation Policies

1. Must be at least 18 years old to make a facility reservation for Lincoln Field.
2. Reservation requests can be made in person at the Parks and Recreation office or by e-mail.
3. Users are required to fill out and sign the Lincoln Reservation Request Application & Contract and adhere to the Lincoln Field User Agreement & Policies.
 - a. Filling out and sending a reservation request application and contract does not guarantee a reservation until approved by the Parks and Recreation office.
4. Fees will be applied on a case-by-case basis.
5. 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.

Cancellation Policies

1. Call or email Windham Parks and Recreation Department 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 Lincoln Field 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.***