

# TOWN OF WINDHAM PARKS & RECREATION

## FACILITY POLICIES

### 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.

### Dundee Park

#### Reservation Policy

1. Season pass may not be used for reservation payment.
2. Must have 20+ people to make a reservation and to receive the \$3 group rate, unless authorized by the Parks and Recreation Department.
3. Reservations must be made 72 hours in advance to secure your picnic spot.
4. Making a reservation request does not guarantee your reservation until approved by the parks and recreation department.

#### Private Groups

- \$60 deposit is required when reservation request is approved (first 20 people are paid for with deposit and any additional will be \$3 per person).
- Groups with more than 20 people; upon arrival the park attendant will hold a debit/credit card to pay off remaining balance. See park attendant when leaving the park to confirm group numbers, pay balance and return your card to you.

#### Public Groups (rec. camps, group homes, etc.)

- Will be invoiced after visit.

#### Rain Date Policy

1. Public groups may pick 1 rain date for the season.

2. Private user groups may be approved for a rain date on a case to case basis pending availability.

### Cancellation Policy

1. For any cancellation call the Parks and Recreation office, M-F at 892-1905. During weekend reservation, for cancellations after 4pm call Dundee Park at 893-2415.
2. Dundee will call user(s) if Dundee closes due to weather.
3. Reservations cancelled by the user 72 hours before the reservation, 100% of the deposit will be refunded, minus the processing fee.
4. Reservations cancelled (Dundee closed) due to weather or unforeseen circumstances, contact the Parks and Recreation office for refund or to reschedule reservation, 100% of the deposit will be refunded, minus the processing fee.
5. Deposit refund cannot be guaranteed if user does not cancel 72 hours before reservation.

### Season Pass Policy

1. Purchase sticker season pass at the Parks and Recreation office, at Dundee Park or online (pick up sticker pass at office or Dundee if purchased online).
2. **Windham residents may request an additional pass for a household with multiple vehicles; non-residents may request a second pass at half price with a household with multiple vehicles.**
3. Sticker 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. Passes cannot be given away at the end of the season.

### **Donnabeth Lippman Park & Lincoln Field Reservation Policy**

1. Reservations can be made in person at the Parks and Recreation office or by e-mail.
2. Users must sign and adhere to parks and trails user agreement.

### **Other Reservation Policy**

1. Windham Parks & Recreation does not schedule any school department facilities.