

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 Fees: Picnic Pavilion: \$25.00 Picnic Pavilion with lawn games: \$40.00

Required for Renting Lawn Games:

Estimated date & time during Town Hall business hours 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
- Tumbling Blocks: \$50.00
- Bocce Ball: \$40.00
- Kan Jam: \$40.00 / \$15.00 frisbee

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 Donnabeth Lippman Park (Chaffin Pond) 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 • 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 the 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. It is the 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 allowing the animal to be brought immediately under control, or under direct voice command or electronic collar control. (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. Stay on marked trails and do not cut new trails.
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.
13. Visitors are required to store food securely and leave all parks and trails clean.
14. Take all trash and belongings with you when leaving the park.
15. 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 a scheduled program is taking place.
2. Lippman Park may occasionally be required to be closed for maintenance; 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. 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.
4. Making a reservation request does not guarantee your reservation until approved by the Parks and Recreation Department and fee has been paid.
 - a. Confirmed reservations will receive a confirmation email which includes a reservation permit. We recommend that you have your permit with you at the facility to show proof of reservation if needed.
 - b. Reservation sign(s) will be posted at the picnic pavilion.
5. Fees per reservation.
 - a. Pavilion reservation only: \$25.00.
 - b. Pavilion reservation and lawn games: \$40.00.
6. A rain date may be requested 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 lawn games for reservations.
2. Lawn games must be used in the manner in which they are 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 is returned broken; All credit/debit card numbers are properly discarded when the lawn games and key have been returned.
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 person 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; Key may be dropped in the drop box outside of Town Hall when the building is closed.
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. 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.
7. Rental purchases may be refunded on a case-by-case basis.

Cancellation & Refund Policies

1. Please call or email Windham Parks and Recreation for any cancellations so we can accommodate other groups.
2. 100% refund 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 user cancels reservation.
5. All refunds are handled through the Parks and Recreation office; there are no cash refunds provided.

*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.***