

TOWN OF WINDHAM
PARKS & RECREATION

TOWN HALL RESERVATION REQUEST APPLICATION & CONTRACT

Contact Name: _____ Phone: _____

Address: _____ Town: _____ Zip: _____

E-mail: _____

Organization/Resident: _____

Purpose of Use: _____

Date(s): _____

Time(s): _____

Expected Attendance: _____

Reservation Locations: Gym – Use of Kitchen in Gym: Yes No
 Conference Room
 Council Chambers

Fee: \$60.00 Cash Credit Card Check # _____ No Fee

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 Town Hall 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 & entered on calendar

Weekday

No Fee

Weekend – contacted employee

Received Payment

Rev: 9/17/21

TOWN OF WINDHAM
PARKS & RECREATION

TOWN HALL FACILITY USER AGREEMENT & POLICIES

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, with recording taking place.
3. Please adhere to your scheduled time that has been reserved for your use. If you need to cancel, please contact our office immediately at 892-1905.
4. Alcohol or drug use anywhere within the Town Hall or on Town Hall premises is strictly forbidden. Smoking and e-cigarettes are allowed in designated smoking areas 20 feet from the building.
5. All entrances and doorways must be kept clear. Doorways, 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 7:00 am – 4:00 pm.
9. Please be respectful of town employees and other user groups.
10. 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.
11. All restrooms must be checked prior to leaving. Please pick up any trash, or personal belongings.
12. Please secure all doors and turn off all lights prior to leaving.
13. For weekend use only, if the building is locked at your scheduled time, call 207-405-4979 to reach a building maintenance employee to unlock the building.

*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.***

See reverse side for Town Hall reservation policies.

Policies

Reservation Policies

1. Must be at least 18 years old to make a facility reservation at Town Hall.
2. Parks and Recreation staff can make reservations over the phone or in person for one-time individual facility use.
3. The Conference Room and Council Chambers are scheduled on a first come, first serve basis.
4. Multi-date or weekend reservations are required to fill out and sign the Town Hall Reservation Request Application & Contract and adhere to the Town Hall User Agreement & Policies.
 - a. Multi-date or weekend reservations must be requested and approved by the Parks and Recreation Administrative Assistant.
 - b. Filling out and sending a reservation request application and contract does not guarantee a reservation until approved by the Parks and Recreation office.
5. Multi-date gym use is first scheduled for WCST, Windham Parks and Recreation, Adult Ed, RSU14 and Windham Youth Sports organizations. One-time gym use is scheduled with the time remaining.
 - a. Multi-date gym use requests may require adjustments to maximize gym usage in order to accommodate as many organizations as possible.
6. \$60 per day fee for any weekend usage (birthday parties, practices, meetings, etc.).
7. Gym users must sign in at the Parks and Recreation office during office hours before gym use.
8. 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. 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 reservations, for cancellations after 4:00 pm on Friday, call the number provided on Town Hall Facility User Agreement.

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 Town Hall 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.***