

TOWN OF WINDHAM  
PARKS & RECREATION

**DUNDEE PARK 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 Location:**    Beach Pavilion    Grove Pavilion    Picnic Area

**Private Group**

- \$60 deposit is required after reservation request is approved by the Parks and Recreation Department (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. See park attendant when leaving the park to confirm group numbers, pay balance and return debit/credit card.

**Public Group** (rec. camps, group homes, etc.)

- Group will be invoiced after visit.

*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 in connection with activities sponsored by Windham Parks & Recreation.*

*By signing my name as a representative for the group on this reservation request form, I acknowledge acceptance of the Dundee Park User Agreement/Policy form. 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.*

*I understand there are risks of physical injury while using the recreational facilities. I hereby consent to emergency medical procedures deemed appropriate or necessary. I further authorize any medical personnel to administer any required emergency medical treatment in the event that a guardian/family member cannot be reached. Windham Parks & Recreation does not provide accident or hospitalization insurance for participants. All participants are advised to have adequate personal coverage.*

*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 8:00 am – 4:00 pm  
[Parks&Recreation@windhammaine.us](mailto:Parks&Recreation@windhammaine.us) • [www.windhamrecreation.com](http://www.windhamrecreation.com)

Office Use Only:    Approved & added to MyRec    No Fee /  Payment Received    Cash    Credit Card    Check #

Rev: 3/16/21

TOWN OF WINDHAM  
PARKS & RECREATION

**DUNDEE PARK USER AGREEMENT & RESERVATION POLICIES**

**User Agreement**

1. Users are required to follow all park guidelines and rules listed below.

- NO tobacco or e-cigarettes
- NO pets
- NO alcoholic beverages or drugs
- NO unsupervised children under 12 years

For Your Safety and the Safety of others, **Please DO NOT**:

- Bring glass containers to the beach
- Throw sand or rocks
- Feed or chase the ducks
- Chicken fight or rough house
- Use foul language
- Bring boats into the swimming area
- Swim outside the buoy lines or hang on the buoys or lines
- Block the line of sight of the lifeguards with tents or umbrellas
- Leave trash or your belongings on the beach
- Use regular diapers on your child in the water, only swim diapers are allowed
- Turn your music up so loud that it disturbs other visitors

While on the Float, **Please DO NOT**:

- Do flips, run or push off the float
- Swim to the float wearing a lifejacket unless you have an adult with you
- Swim under the float - It is off limits!
- Block the ladder or jump off it
- Bring non-wearable flotation devices onto the float

2. Follow Dundee staff directions.

3. **Parents are responsible for the supervision of their children at all times, even when lifeguards are on duty.**

4. Although we will do our best to provide lifeguard coverage during peak hours, we are unable to guarantee lifeguards will be on duty during your visit.

5. Please leave Dundee Park promptly at closing time.

6. To cancel a reservation, contact the Parks and Recreation office at 892-1905 (M-F) or Dundee Park at 893-2415 (S-S).

*All users will be held accountable for any trash or damages caused by their usage. Notify Dundee Park staff 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 Dundee Park reservation policies.*

## **Policies**

### Reservation Policies

1. Must be at least 18 years of age to make a reservation.
2. Reservation requests may be made online at windhamrecreation.com or a printable reservation request form is available at Dundee Park, the Parks and Recreation office and online.
3. Must have 20+ people to make a reservation and to receive the \$3 group rate, unless authorized by the Parks and Recreation Department.
4. Making a reservation request does not guarantee your reservation until approved by the Parks and Recreation Department and the \$60 deposit has been paid (for private groups).
5. 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.
6. If space is available, a reservation for Saturday or that Sunday (made that day) may be made at Dundee with a deposit.
7. Season pass(es) cannot be used for reservation payment.
8. Groups
  - a. Private Groups
    - i. \$60 deposit is required after reservation request is approved by the Parks and Recreation Department (first 20 people are paid for with deposit and any additional will be \$3 per person).
    - ii. Groups with more than 20 people; upon arrival the park attendant will hold a debit/credit card. See park attendant when leaving the park to confirm group numbers, pay balance and return debit/credit card.
  - b. Public Groups (rec. camps, group homes, etc.)
    - i. Will be invoiced after visit.

### Rain Date Policies

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-by-case basis pending availability.

### Cancellation & Refund Policies

1. For cancellations call the Parks and Recreation office, M-F at 892-1905. (During a weekend reservation, for cancellations after 4 pm on Friday call Dundee Park at 893-2415.)
2. Dundee will call user(s) if Dundee closes due to weather.
3. For reservations cancelled by the user 72 hours before the reservation, 100% of the deposit will be refunded, minus the processing fee.
4. For reservations cancelled because of park closer (due to weather or unforeseen circumstances), contact the Parks and Recreation office for a refund or to reschedule reservation. 100% of the deposit will be refunded, minus the credit card processing fee, if the reservation cannot be rescheduled.
5. Deposit refund cannot be guaranteed if user does not cancel 72 hours before reservation.
6. No cash refunds.
7. All refunds are handled through the Parks and Recreation office.

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