

# Recreation and Leisure Services Facility / Park use Application

Come Out and Play, the Benefits Are Endless...



Recreation Division  
599 Matianuck Ave  
Windsor, CT 06095  
Phone: (860) 285-1990  
Fax: (860) 285-1950

Northwest Park  
145 Lang Road  
Windsor, CT 06095  
Phone: (860) 285-1886  
Fax: (860) 285-1887

For more information on our programs and facilities, please visit us at [www.townofwindsorct.com/recreation](http://www.townofwindsorct.com/recreation)

## Directions for completing Application- All sections must be completed

- Complete and sign all necessary parts of the application
- Please review & sign facility / Park use policy and procedures (On back of this form)
- Return form to Recreation Office or Northwest Park and you will be notified within 2-3 business days.
- Certificate of Insurance naming the Town of Windsor as an additional insured for a minimum of one million dollars may be required.

Organization/Group/Team Name \_\_\_\_\_

Name of Contact Person (must be present at the event) \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_ # In Group \_\_\_\_\_

Date(s) \_\_\_\_\_ Type of Activity: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### LP Wilson Community Center

- \_\_\_ All Purpose 1 (\$30 per hr.)
- \_\_\_ All Purpose II Room (\$30 per hr.)
- \_\_\_ Ballet Room (\$30 per hr.)
- \_\_\_ Auditorium (\$80 per hr.)
- \_\_\_ Cafeteria (\$75 per hr.)
- \_\_\_ Full Gymnasium (\$75 per hr.)

### Parks & Fields

- \_\_\_ Tournament Fee (\$100 per 4hrs.)
- \_\_\_ Ellsworth Baseball (\$25 per 4hrs.)
- \_\_\_ Ellsworth Lacrosse Field (\$25 per 4hrs.)
- \_\_\_ LP Wilson Soccer Field 1 (\$25 per 4hrs.)
- \_\_\_ LP Wilson Soccer Field 2 (\$25 per 4hrs.)
- \_\_\_ LP Wilson Soccer Field 3 (\$25 per 4hrs.)
- \_\_\_ LP Wilson Soccer Field 4 (\$25 per 4hrs.)
- \_\_\_ LP Wilson Softball Field 1 (\$25 per 4hrs.)
- \_\_\_ LP Wilson Softball Field 2 (\$25 per 4hrs.)
- \_\_\_ Sage Park Baseball Field (\$25 per 4hrs.)
- \_\_\_ Sharshon Park Field (\$25 per 4hrs.)
- \_\_\_ WHS Softball Field South (\$25 per 4hrs.)
- \_\_\_ WHS Softball Field North (\$25 per 4hrs.)
- \_\_\_ WHS Varsity Baseball field (\$25 per 4hrs.)
- \_\_\_ WHS JV Baseball field (\$25 per 4hrs.)

### Park Pavilions

- \_\_\_ Washington Park Pavilion (25 Cap.) (\$25 per 4hrs.)
- \_\_\_ Sharshon Park Pavilion (100 Cap.) (\$25 per 4hrs.)

### 330 Windsor Ave. Community Center

- \_\_\_ Activity Room I (\$30 per hr.)
- \_\_\_ Activity Room II (\$30 per hr.)
- \_\_\_ Full Gymnasium (\$75 per hr.)

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In consideration of being allowed to participate in the Town of Windsor Recreation and Leisure Services activities, the undersigned acknowledges, and agrees that: The risk of injury from the activities involved in this program may be significant, including the potential for permanent paralysis and death, and while particular rules, equipment and personal discipline may reduce this risk, the risk of serious injury does exist; and I knowingly and freely assume all such risk, both known and unknown.

I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, I hereby release and hold harmless the Town of Windsor Recreation and Leisure Services Department, its employees, volunteers, commissioners, sponsoring agencies, sponsors and advertisers with respect to any and all injury, disability, or death incurred while traveling to or from or participating in the above mentioned trips or activities.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please sign for Request for Alcohol \_\_\_\_\_

Date: \_\_\_\_\_

Town Managers Signature for Approval for Alcohol: \_\_\_\_\_

Date: \_\_\_\_\_

**DO NOT FILL IN BELOW THIS LINE \* FOR OFFICE USE ONLY**

Area Assigned \_\_\_\_\_ Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

INSURANCE REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_ (Naming the Town of Windsor as additional assure) RENTAL FEE \$ \_\_\_\_\_ DEPOSIT\$ \_\_\_\_\_ TOTAL\$ \_\_\_\_\_

Signature of Approval \_\_\_\_\_

Date Approved \_\_\_\_\_

## Facility / Park Use Policies and Procedures

1. All facility requests are accepted on a first-come, first-served basis and Facility / Park Use Applications will only be accepted one year in advance of the requested date. Listed below is the priority usage for the Town of Windsor Recreation and Leisure Services facilities:
  - a. Town of Windsor classes, programs and events
  - b. Windsor School Department activities
  - c. Windsor youth sports and private schools
  - d. All other groups / individuals
2. No alcoholic beverages may be consumed at any Town of Windsor facility unless approved by the Town Manager. Two week notice must be made for approval of alcoholic beverages.
3. No Generators of any kind.
4. Parking in designated areas only. Police will take notice.
5. **No amplified music systems.** At **Washington Park**, no amplified music (i.e., using additional speakers) is allowed. However, music may be played from a radio or a smartphone. For **Sharshon Park**, music is allowed to be amplified by small speakers such as portable "bullet" speakers but DJs (which typically involve more amplification and can lead to perceptions that gatherings are public events) cannot be used.
6. The facility permit does not exclude the general public from using the surrounding facilities.
7. No inflatable/bounce houses in the parks and facilities
8. The Town of Windsor requires liability insurance for vendors and rental groups at Town of Windsor facilities. The Town of Windsor must be listed as "additional insured", a copy of the endorsement naming the Town of Windsor as an additional insured will be sent along with the Proof of coverage.
9. Windsor Recreation and Leisure Services reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause damage to the facility.
10. All fees and refundable deposit must accompany this Facility / Park Use Applications. For a full refund a reservation must be cancelled one (1) week prior to your reservation date. There will be a \$20 fee assessed for all checks returned to our office for insufficient funds.
11. Any request for a refund will be credited to a customer account unless facility rental fee is paid for with an approved credit card.
12. Windsor Recreation and Leisure Services reserves the right to deny a facility request if the activity is deemed inappropriate, to avoid over use, or to protect the facility's infrastructure. Windsor Recreation and Leisure Services Department also reserves the right to deny or cancel a facility request, if it has been determined (according to a division of an appropriate Federal or State agency), that the requester has failed to comply with any applicable Federal and State laws with regard to discrimination, based on race, gender, ethnicity, wealth, or sexual orientation, against a participant(s) in their respective program.
13. The user agrees to collect all trash generated by the event and return the facility to its original condition. Receptacles will be provided for disposal of trash, and you are expected to keep the facility free of litter. (NWP only-group must leave clean garbage bags in receptacles)
14. The user is responsible for any damage to the facility that may occur during the event. Failure to reimburse Windsor Recreation and Leisure Services for damage incurred may result in forfeiture of facility use fees. Removal of flora and fauna is prohibited.
15. The sponsoring individual / organization is responsible for their respective participants adhering to all facility use rules and procedures. Person responsible for the activity must be in attendance.
16. Youth groups will not be allowed into the building until adult supervision have arrived and there shall be adequate supervision of youth participants at all times. Adequate supervision is 1 adult (age 21 or older) per every 10 youth.
17. Should damage be incurred during use of the facility the applicant must file a written report within 24 hours with the main Recreation Services Office or at Northwest Park Office. Incident reports are located at the Recreation Services Office.
18. All Police, Fire and other municipal ordinances and regulations governing use of the facilities, as adopted by the Town Council, are hereby made part of these conditions.
19. Storage of private property and personal belongings cannot be accommodated.
20. Groups are responsible for room/park set-up. Rooms/Parks must be returned to original condition and furnishings, picnic tables and equipment must be returned to original locations. Failure to return room(s)/Parks(s) to original condition may result in disapproval of further applications and/or forfeiture of all or part of any security deposit.
21. NO GAMBLING is allowed.

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Signature

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Date