

RULES & REGULATIONS: FIELD AND FACILITY USE POLICY:

SECTION I: AUTHORITY

This policy has been enacted pursuant to the authority granted by the Board of Selectmen of the Town of Windham by NH RSA 41:11-a (Town Property), which allows the Board of Selectmen of the Town to adopt ordinances to regulate the use of Town owned property.

SECTION II: PURPOSE AND INTENT

To establish policy and procedure guidelines for the use of the recreation fields and facilities in Windham.

SECTION III: DEFINITIONS

For the purpose of this Policy, the terms "*Field*" and "*Facility*" shall mean all Town owned and operated recreational fields, grounds, buildings, and other structures.

SECTION IV: RULES AND REGULATIONS OF USAGE

- A) A Field/Facility Use Application is required for consideration of group use or special use of Town Property. All applications need approval from Recreation Coordinator.
- B) The use of fields/facilities is for Windham residents only and/or jointly sponsored organizations. Outside organizations whose membership consists of a minimum of 60% Windham residents can be considered to use the fields/facilities. Recreational activities with other town teams/organizations, such as tournaments, jamborees, etc or a regional or select team that needs infrequent field usage whose players or parents are Windham residents may apply for field use.
- C) Usage is for non-profit groups/organizations only (excluding Nashua Rd. and Tokenal Field.) The Town does not rent out fields or facilities.
- D) A certificate of insurance detailing coverage must be on file with the Town of Windham prior to use.
- E) Per Town of Windham Alcoholic Beverage Ordinance (#WIN 2:01:05:81) the use or possession of alcohol is prohibited.
- F) Barbeque grills, other cooking devices, or fires are prohibited unless prior approval is granted in advance from the Recreation Coordinator who receives approval from the Board of Selectmen.
- G) No vehicle traffic is permitted on the grass areas or access roads of the parks/beach/facility grounds without special request.
- H) Use or possession of illicit drugs is strictly prohibited.
- I) The users of the fields/facilities agree to comply with all Town and State rules, statutes and ordinances as may be applicable, which are available at www.WindhamNewHampshire.com or by contacting the Administrative Office or Recreation Office.

- J) Facilities must be left in good order prior to leaving. Damages observed during the course of use of facilities must be reported to the Recreation Office.
- K) The Town of Windham reserves the right to bill an organization for any unforeseen expenses or damages to Town property.

SECTION V : PROCESS OF RESERVING FIELDS/FACILITIES

Users must fill out a Facility Use Application, which are available from the Recreation Office. Applications are returned to the Recreation Coordinator, who, *when needed*, discusses the request with the Recreation Committee at a monthly meeting. Please note that the request may be approved with stipulations. *(Examples of requests that will be discussed with the Recreation Committee are requests for long-term use, an outside agency/organization such as a school or team, or a new event or program, etc.)*

SECTION VI: APPEALS

If the application is denied or approved with stipulations that the requesting party is not satisfied with, the applicant can send in a written appeal to the Windham Board of Selectmen.

SECTION VII: SCHEDULING, PRIORITY, AND USAGE POLICIES

- A) The Recreation Coordinator in conjunction with the Recreation Committee is in charge of reviewing requests for the use of fields and recreational facilities, as stated above in Section IV. This includes, but is not limited to: Griffin Park Complex, Rogers Field, Wonderland Playground, Tokanel Field Complex, Searles Field, Town Beach, and Nashua Rd. Complex.
- B) Windham Baseball/Softball League (WBSL) has priority usage over the baseball and softball fields from Opening Day (TBD) through August 30th.
- C) Windham Soccer Association (WSA) has priority usage over the soccer fields from August 1-November 15, and for spring soccer (dates TBD). Windham Lacrosse works with WSA and Recreation to schedule the use of fields in the spring for lacrosse.
- D) The Recreation Coordinator in conjunction with the Recreation Committee opens the fields for the season each spring. Site walks will begin, weather depending, within the first two weeks of April. The procedure is that the Recreation Coordinator, representatives from the Recreation Committee, a representative from WBSL if available, a representative from WSA if available, and a representative from Windham Lacrosse if available, will walk the fields and determine which fields are ready for use. The Recreation Coordinator will contact the above mentioned organizations to schedule the site walks. It may be that only certain fields may open first, with the others to follow. Recreation has the final decision. Appeals may be brought to the Board of Selectmen.
- E) Games (not practices) should not be scheduled on Town Fields until the Monday after Windham's spring school vacation week.
- F) The Recreation Coordinator works directly with the various leagues to schedule the fields/facilities and make fields/facilities available to others during the seasons.

- G) The WBSL, WSA, and Windham Lacrosse must submit specific practice and game schedules to the Recreation Coordinator. The requests for fields may be submitted for use Monday through Sunday during the individual sports leagues regular season. If there are any adult leagues, standard pick-up games (soccer, baseball/softball, etc), or tournaments, camps, etc., they need to be communicated with the Recreation Coordinator.
- H) All concerns, conflicts, issues regarding fields/facilities/scheduling must be directed to the Recreation Coordinator, not to the individual leagues.
- I) The WBSL, WSA, and Windham Lacrosse must keep the Recreation Coordinator informed if there are any changes in their practice or game schedule that affect the availability of fields. For example, if a field that was scheduled by a league is now available, the Recreation Coordinator needs to be informed.
- J) If the WBSL, WSA, and Windham Lacrosse need a field due to a make-up game, extra practices, or tournament play, all attempts will be made by the Recreation Coordinator to accommodate the request, even if the field(s) were previously scheduled by another group.
- K) The WBSL, WSA, and Windham Lacrosse cannot authorize field/facility use to any other organization, group, or individual. All requests must go through Recreation.

SECTION VIII: WAIVERS:

The Windham Board of Selectmen reserves the right, for cause shown, to make special regulations and/or waive any portion of the regulations relating to the use of the facilities/fields.

SECTION IX: EFFECTIVE DATE/AMENDMENTS:

These guidelines shall take effect immediately upon official acceptance of the policy by the Town of Windham, and may from time to time, be amended by the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Approved by the Board of Selectmen March 27, 2006.

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Galen Stearns
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Board of Selectmen