



# Town of Windsor Recreation and Leisure Services

## Facility / Park use Application

Windsor Recreation and Leisure Services  
599 Matianuck Ave. Windsor, CT 06095

Phone: (860) 285-1990 Fax: (860) 298-9038 www.townofwindsorct.com



### 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 LP Wilson Community Center, 599 Matianuck Ave, Windsor, CT 06095. You will be notified within 2-3 business days.

### Application Information

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

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

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Event Information

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

Equipment Requested: TV / VCR \_\_\_\_\_ Podium \_\_\_\_\_ American Flag \_\_\_\_\_ Overhead Screen \_\_\_\_\_ Microphone \_\_\_\_\_

### Facility / Park Choice (Please rank 1<sup>st</sup> choice & 2<sup>nd</sup> choice)

#### LP Wilson Community Center

- \_\_\_\_\_ All Purpose 1 (\$30 per hour)
- \_\_\_\_\_ All Purpose II (\$30 per hour)
- \_\_\_\_\_ Arts & Crafts Room (\$30 per hour)
- \_\_\_\_\_ Auditorium (\$75 per hour)
- \_\_\_\_\_ Cafeteria (\$70 per hour)
- \_\_\_\_\_ Gymnasium (1/2 gym \$50/hr. Full gym \$70/hr.)

#### Parks & Fields

- \_\_\_\_\_ Cricket Field (\$20 per use)
- \_\_\_\_\_ Ellsworth Lacrosse Field (\$20 per use)
- \_\_\_\_\_ Ellsworth Soccer (\$20 per use)
- \_\_\_\_\_ LP Wilson Soccer South (\$20 per use)
- \_\_\_\_\_ LP Wilson Soccer North (\$20 per use)
- \_\_\_\_\_ LP Wilson Softball Field 1 (\$20 per use)
- \_\_\_\_\_ LP Wilson Softball Field 2 (\$20 per use)
- \_\_\_\_\_ O'Brien Field (\$20 per use)
- \_\_\_\_\_ Sage Park Baseball Field (\$20 per use)
- \_\_\_\_\_ Sharshon Park Pavilion (\$25 per 4 hours)
- \_\_\_\_\_ Sharshon Park Soccer (\$20 per use)
- \_\_\_\_\_ Stroh Park
- \_\_\_\_\_ Trent Park (\$20 per use)
- \_\_\_\_\_ Washington Park Pavilion (\$25 per 4 hours)
- \_\_\_\_\_ Welch Park
- \_\_\_\_\_ WHS Softball Field North (\$20 per use)
- \_\_\_\_\_ WHS Softball Field South (\$20 per use)
- \_\_\_\_\_ WHS JV Baseball field (\$20 per use)

#### 330 Windsor Ave. Community Center

- \_\_\_\_\_ Arts & Crafts room (\$30 per hour)
- \_\_\_\_\_ Activity Room 1 (\$30 per hour)
- \_\_\_\_\_ Community Room (\$30 per hour)
- \_\_\_\_\_ Gymnasium (1/2 gym \$50/hr. Full gym \$70/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**

#### Your Application has been approved for

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

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

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

## **Facility / Park Use Policies and Procedures**

1. All facility requests are accepted on a first-come, first-served basis and will only be accepted one year in advance of the requested date (unless otherwise noted). Listed below is the priority usage for the Town of Windsor Recreation and Leisure Services facilities:
  - a. Recreation classes and programs
  - b. Windsor School Department activities
  - c. Windsor youth sports and private schools
  - d. All other groups
2. No alcoholic beverages may be consumed at any Town of Windsor facility unless approved by the Town Manager.
3. Liability Insurance Coverage naming the Town of Windsor as an additional insure for a minimum of 1million dollars is required and must be submitted before the facility request will be approved.
4. 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.
5. .All facility rental fees and deposits are due upon submission of Facility/Park Application. There will be a \$20 fee assessed for all checks returned to our office for insufficient funds.
6. Any request for a refund will be credited to a customer account unless facility rental fee is paid for with an approved credit card.
7. 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.
8. 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.
9. 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 and/or loss of future use of Windsor Recreation facilities.
10. 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.
11. 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.
12. 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. Incident reports are located at the Recreation Services Office.
13. 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.
14. Storage of private property and personal belongings cannot be accommodated.
15. Groups are responsible for room set-up. Rooms must be returned to original condition and furnishings and equipment must be returned to storage locations. Failure to return room(s) to original condition may result in disapproval of further applications and/or forfeiture of all or part of any security deposit.
16. .NO GAMBLING is allowed.
17. Smoking is strictly prohibited in all Town of Windsor facilities.

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**Signature**

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**Date**