

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, including specific procedures for the usage of lights at Griffin Park located at the baseball fields, walkways, and parking lot.

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.

"*Baseball field lights*" or "*Field lights*" shall mean those structures which are used to illuminate the baseball fields at Griffin Park.

"*Walkway and Parking lot lights*" shall mean those structures which are used to illuminate the walkways and parking lot areas of Griffin Park.

"*Recreation Coordinator*" shall mean the appointed recreation coordinator or their official designee.

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 : LIGHTS AT GRIFFIN PARK

- A) ALL lights, including fields, walkways, and the parking lot, are to be turned off **no later than 9 pm**. Lights will not be left on overnight nor used in the morning.
- B) If lights are left on past 9 pm, residents should contact Dispatch at the Windham Police Department who will contact the Recreation Coordinator to turn lights off. (Signs with phone number to be posted at Griffin Park.) The Recreation Coordinator will also contact WBSL to inform them.
- C) The lighting software program contains a “hard-stop” time which cannot be altered, changed or re-programmed. This hard-stop will guarantee that the lights cannot be programmed to be on after 9:00pm.
- D) An Automatic/Manual key switch is located in the Main Electrical Controller which would allow the lights to be turned on independently of the light program. The key shall reside with the Recreation Coordinator only.
- E) Access for setting the light timer will be managed via a password protected, online interface. Windham Baseball/Softball League (WBSL), the Recreation Coordinator, and the Maintenance Director will each have independent passwords. Parties will be responsible for their own security and accessibility.
- F) Individual passwords for the lighting shall be changed/reset by the Recreation Coordinator, Maintenance Supervisor, and WBSL annually, or at such other times as may be deemed necessary by these parties to ensure the integrity of these rules.
- G) Misuse of this policy may result in actions up to and including termination of privileges to use the lights.
- H) Field Lights
 - 1. All games being played under the lights will not start an inning after 8:15 pm. Practices are to end no later than 8:30 pm.

2. Field Lights will be controlled with a timer and responsibility for setting the on/off times will be shared between WBSL and the Recreation Coordinator.
3. WBSL will control setting the timer for the baseball field lights during their usage periods. The programming will take place at the beginning of each week, or as needed. If a game is cancelled due to inclement weather, etc, then WBSL is responsible for turning the lights off.
4. The Recreation Coordinator shall be set up as an “official” on the WBSL master schedule for Griffin B, thus providing a communication link to WBSL master field scheduling module. The Recreation Coordinator will be notified via email and/or text message on every game alteration or cancellation for that field.
5. WBSL will have three (3) members who have access to the light controls to ensure coverage/backup. They have the responsibility of online scheduling, and ensuring that the lights will be scheduled appropriately. WBSL will publish lighting controls contact information on their website, windhambaseball.org. WBSL will provide the same contact information to the Recreation Coordinator.
6. WBSL will only have the baseball field lights on when a field is in use.
7. The baseball field lights are intended to be used solely by WBSL and Town of Windham. Any requests for light usage will be reviewed on a case by case basis by WBSL and Town Officials.

I) Walkway and Parking Lot lights

1. Lights to be programmed on daily from dusk to 9 pm from May 1st through November 15th.
2. Lights will be controlled with a timer and responsibility for setting the on/off times will be shared between WBSL and the Recreation Coordinator.

SECTION VI : 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 VII: 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 VIII: 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.

L) All parks and facilities shall be open during day light hours unless otherwise posted. Griffin Park shall be open dawn to dusk unless otherwise posted except that during baseball season and soccer fall season the Park shall be open until 9:00 pm for use by the baseball or soccer leagues.

SECTION IX: 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 X: 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.

**Roger Hohenberger
Bruce Breton
Galen Stearns
Alan Carpenter
Margaret Crisler
Board of Selectmen**

Amended by the Board of Selectmen March 22, 2010.

(amended definitions and added Section 5 to incorporate policies on lights)