



**Windsor Parks and Recreation**  
**250 North 11<sup>th</sup> Street • Windsor, CO 80550**  
**Phone: (970) 674-3500 Fax: (970) 674-3535**

## **Outdoor Facility Guidelines**

These scheduling guidelines are intended to assist the user when making facility reservations, and to guide Parks & Recreation staff in resolving conflicts that arise with scheduling outdoor sports facilities. However, Windsor staff may deviate from these guidelines as determined necessary and appropriate. It is the intent of the Windsor Parks & Recreation staff to see that facilities are used to their full potential while maintaining a safe, quality environment. Windsor Parks & Recreation will work to avoid scheduling conflicts while servicing multiple user groups. The Windsor Parks & Recreation will also act as a liaison between user groups with similar needs.

The public can use the fields on a drop in basis without a reservation when they are not rented out or prepared for other events. Commercial /outside business or organizations running leagues or tournaments that registrations and/or registration fees are collected will be governed by these guidelines.

### **Facility Reservation Requests**

In order to assure proper scheduling, it is necessary that all requests and/or changes be submitted in writing on the proper forms to be approved by the **Scheduling Coordinator**.

To begin the process of reserving field/facility space for any leagues and/or camps/clinics/tryouts or any other activity, a person or organization must complete an **Outdoor Facility Rental Request Form** and return it to the Scheduling Coordinator for approval. The Field/Facility Request must be accompanied by a \$250.00 security deposit or 50% of rental fee, (whichever is less), and a signed acknowledgement of Receipt of Guidelines.

### **Insurance**

Any field/facility request for use pertaining to leagues and/or camps/clinics/tryouts will require a \$1 million per occurrence liability policy **with the Town of Windsor listed as “additionally insured.”** This insurance policy is required before a permit will be considered. Insurance can be obtained through a specific sport sanctioning body that provides the required insurance. Permits will not be issued until proof of insurance is provided.

### **Non-Profit**

Non-profit Organizations will be given a 20% facility rental or equipment rental discount. Deposits and payment guidelines will remain the same regardless of non-profit status. The following items will be used in determining the application of non-profit charges:

1. A program or event that is run by an organization which has been or is eligible to be certified as a non-profit organization under section 501(C)(3) of the Internal Revenue Code; and
2. A private non-profit charitable organization is identified as the recipient of the event's net profits; and
3. The Town of Windsor receives a letter from the private non-profit charitable organization outlining this arrangement; and
4. Rental payment for the event is made to the Windsor Parks & Recreation Dept. by way of check or money order from the private non-profit organization.

Non-profit organizations must provide proof of non-profit status to the scheduling office to receive non-profit rates **at the time the facility request is submitted.** **No reimbursements for non-profit status will be made after facility has been reserved.** The Parks and Recreation Director will make the final determination of the status of each program or event.

**Long-term Rental Discounts**

To qualify for a long term discount, reservation requests must all be booked at the same time. Reservations requests made at a different time can not be accumulated. Community/Recreation Center and Field Deposits are due for every date at time of reservation. Cancellations will result in loss of deposit and/or possible loss of long term status qualification. Payments for 6 or more rentals will be arranged with the scheduling office.

Description	Discount
6 rentals within a year	10 % discount
12 or more rentals within a year	15% discount

**Date/Time Guidelines**

**Dates:** To provide the best possible turf and overall conditions for all users, athletic fields will **not** be scheduled and will not be used by outside organized groups prior to: March 15 or after: Nov. 15

**All Rentals:** Outdoor facilities will be scheduled to provide sufficient time to properly prepare maintain and care for the facilities. **First games may begin no earlier than 8:00 a.m. Games must end no later than 10:00 p.m.** Adverse weather conditions may increase the time required to adequately prepare a playing area in a safe condition.

**Windsor Parks & Recreation:** Windsor Parks & Recreation Staff will submit a practice / game schedule request for the leagues participating in the Windsor Parks and Recreation Dept. **(Windsor Parks and Recreation Leagues/ teams/ activities are defined as those that have registered and/or paid a registration fee to the Windsor Parks and Recreation Department.)** WPRD Staff will receive an approved “block of time” on specific fields in which they can schedule practices / games for leagues registered through the Windsor Parks and Recreation Dept. Any outside requests for fields during this “block of time” would be considered on a case by case basis. Once game and practice schedules are set, WPRD staff will submit a final game and practice schedule to the Marketing/Scheduling Supervisor. Any open time slots would then be available to rent. Once a final schedule granted, no bumping will be allowed.

**Field Maintenance**

Facilities will be scheduled to provide sufficient time to properly prepare maintain and care for the facilities. Once field prep is completed, the event and/or league director is liable for the payment of full field prep.

Town Staff to provide initial field prep. If the fields are prepped the night before and a scheduled reservation is cancelled because of poor weather conditions the next morning, then a full refund will be made. No re-preps will be done on fields.

**\*Note:** If wet fields exist and maintenance is necessary, the following will apply:

- It will be the decision of the event and/or league director to approve the use of “Turface.”
- Town staff will not apply any field drying agents to fields without prior approval from the event and/or league director.
- Turface will be applied upon approval at the rate of \$10.00 per bag
- If additional staff is required to prepare field(s), a fee of \$15.00 per hr./per staff member will be added.
- No outside vehicles or equipment will be allowed on the fields for maintenance.

### **Advertising**

All advertising other than Town of Windsor sponsored events, must receive prior approval from the Windsor Parks and Recreation Director.

### **Admission**

Any charge for admission other than Town of Windsor sponsored events, must receive prior approval from the Windsor Parks and Recreation Director **AND** must contact the Windsor Sales Tax Office to obtain a sales tax license if required. Approval from the Windsor Parks and Recreation Director does not guarantee approval from the Sales Tax Office.

### **Equipment**

All equipment **belonging to the renter** shall be removed from the facility immediately following the end of the event. Windsor Parks & Recreation **does not rent** any personal equipment.

### **Concessions**

The Town of Windsor has contracted with a vendor to provide concessions at Town of Windsor facilities. No other sales will be allowed without prior written approval from the Director of Parks & Recreation **AND** must contact the Windsor Sales Tax Office to obtain a sales tax license if required. Approval from the Windsor Parks and Recreation Director does not guarantee approval from the Sales Tax Office.

### **Outdoor Vendors**

All applicable guidelines and ordinances of the Town of Windsor must be observed by outdoor vendors including contacting the Windsor Sales Tax Office to obtain a sales tax license if required.

### **Alcohol**

The following ordinance will be strictly enforced and event directors and/or league officials are required to inform all participants to abide by this ordinance. To assist in enforcing this ordinance, the Field Supervisor (if applicable) has the authority to remove an individual(s) or team(s) from participating if the alcohol ordinance is not adhered to on Town of Windsor. The police shall be notified, if deemed necessary. Alcohol ordinance is as follows:

- No person may bring glass containers or have possession of glass containers at any Town of Windsor outdoor facility
- Only 3.2% beer is allowed
- No alcohol sales by groups

## **Parking**

All parking shall be in accordance with ordinances of the Town of Windsor in designated parking areas only. Tickets will be issued by the Windsor Police Dept. if necessary.

## **Field Supervisor(s)**

A field supervisor will be assigned, if deemed necessary, by the Windsor Parks & Recreation Dept. to open and close each complex, open and close bathroom facilities, assist in emergency situations, and to make sure Town equipment and facilities are utilized appropriately. **(The fee is \$12.00/hour.)** This fee will be paid by the league / event / or tournament director renting the facility. Depending on size and locations of an event, multiple field supervisors may be required. This will be at the discretion of the Parks & Recreation Director.

## **Special Notes**

### **(Softball/Baseball)**

- No soft toss or hitting any type of balls directly into fences or backstops.
- No batting practice or pitching machines without catchers or portable nets or backstops.
- No climbing on fence or batting cages
- Do not remove pitching rubbers. \*NOTE: No one other than Parks and Recreation staff is permitted to remove pitching rubbers.

### **(Soccer Fields)**

- No climbing on soccer goals.
- No moving soccer goals once they have been anchored.
- During WPRD Spring and Fall seasons, field lining will not be altered. Exceptions can be made on a case by case basis at the discretion of WPRD staff.

## **All Users Rental Guidelines**

Renter shall hire its own scorekeepers and umpires. A \$250.00 security deposit or 50% of rental fee whichever is less, will be required for all tournaments/clinics/league games/practices (other than WPRD) at the time of submitting a request. Please make reservation requests as far in advance as possible.

**Note:** All deposits are entered into the Town of Windsor financial system upon receipt. This deposit will be applied toward the total fee and is **non-refundable** if the scheduled tournament/ game/ clinic/ practices are not held, with the exception of inclement weather cancellations. If the fields are prepped the night before and the tournament is cancelled because of poor weather conditions the next morning, then a full refund will be made.

## **Fees & Deposits**

**Deposit:** A \$250.00 security deposit or 50% of rental fee whichever is less is due at time of submitting Field/ Facility Request. Full payment must be made 14 calendar days prior to scheduled event. If full payment has not been made 14 days prior to scheduled event, forfeiture of deposit as well as scheduled reservation may result.

**Rental Fees:** Rental fees will include: fees for field(s) **per hour**, supervisor fees per hour, prep / field maintenance per field, lighting fees per hour (if applicable), plus deposit. (Bathrooms will be available May 15 - Sept. 15 weather permitting)

See "Facility Fee Details" for specific fees.

## **Reservation Changes / Cancellations**

**Cancellations:** The Windsor Parks and Recreation Department reserves the right to keep any or all of the deposit if the scheduled reservation is cancelled less than 10 days before scheduled date.

**Changes:** Any changes requested after the final confirmation has been issued must be submitted in writing 2 business days (48 hrs.) in advance of the change. Any adjustment to the day, time, field, or field dimensions will be considered a change. Approved changes may require a \$25.00 administration fee.

## **Refund / Inclement Weather**

In case of wet field conditions, a Town Staff member will have **final** say whether the fields are playable. On the day of the scheduled rental, if field conditions are in question, you will meet the Town Staff member at the facility. The Town Staff member and league representative for the specific event will collaborate and make the appropriate decision(s) regarding any cancellation, postponement, or any other related arrangement. If fields are deemed unplayable by the Town Staff Member a full refund will be made. Under no circumstances will games be played on field(s) deemed unplayable by Town Staff. Below are a few reasons for field cancellations:

- It rains or snows before the scheduled event and there is standing water on the field(s).
- The field(s) is slippery or unsafe.
- The turf tears underfoot.
- Town staff expects mud will come through the turf during play.
- The cost of getting the field(s) playable is prohibitive.
- Drought related conditions.
- **\*\*It will be the responsibility of the Tournament Director or user group(s) scheduled to inform teams and staff of any decisions made.**

## **Damage /Jeopardizing Use:**

A facility will not be scheduled and/or scheduled use will be cancelled if the Town staff reasonably determines use will cause excessive damage to the facility. A user may be denied the future use of a Town facility if the user has damaged or has been irresponsible in the use of any Town Recreation facility.

**Example:** Facilities are left unsecured; trash and debris are left at the facility; equipment is damaged or stolen; park rules and regulations have been ignored or violated.

If damage is apparent, the damage will be repaired by the Town of Windsor and billed to the person and/or organization renting the facility. The event host and/or director will be personally responsible for reimbursing the Town of Windsor for any damage to Town property incurred by the event.

## **Cleanup**

Renter is responsible for cleanup of all fields and facilities used. This includes score booths, warm-up areas, parking lots and the fields themselves. Failure to thoroughly clean any one of these areas will result in a **\$50.00** fee assessed per field and/or area, per day. **A Town Staff member will determine if the fields have been cleaned adequately**

# Facility Fee Details

## Chimney Park/ Cemetery/ Diamond Valley Ball Fields

**Deposit:** Non-refundable \$250.00 or 50% of rental fee (whichever is less) applied towards total fee

**Field Rental Prime Rate (per hour):** \$30.00 per field/per hour (not to exceed 180.00 per field/per day)  
Prime rate dates: May 1 – September 30.

**Field Rental Non-prime Rate (per hour):** \$25.00 per field/per hour (not to exceed \$150.00 per field/per day) Non-prime dates: March 1- April 30 and October 1 – November 15.

**Field Prep Fee:** \$30.00 per field. Includes chalking, pitching rubber, and bases. (please see field dimensions form)

**Field Supervisor Fee:** \$14.00 per hour/per supervisor

**Field Lighting (Cemetery only):** \$40.00 per hour

**Bases only:** \$15.00 per field/per day

**Temporary Fencing:** \$50.00 per field/per day

## Eastman Park Soccer / Football Fields

**Deposit:** Non-refundable \$250.00 or 50% of rental fee (whichever is less) applied towards total rental fee

**Field Rental Prime Rate(per hour):** \$30.00 per field/per hour (not to exceed 180.00 per field/per day)  
Prime rate dates: March 15 – May 15 and August 15 – November 15.

**Field Rental Non-prime Rate (per hour):** \$25.00 per field/per hour (not to exceed \$150.00 per field/per day) Non-prime dates: May 16 – August 14.

**Initial Set-up Paint & Goals:** \$150.00 per field. (Please see field dimensions form)

**Subsequent Painting (within 5 days):** \$55.00 per field

**Field Supervisor Fee:** \$14.00 per hour/per supervisor

**Goal Installation Only:** \$50.00 per field

## **BALL FIELD DIMENSIONS**

<b>FIELD</b>	<b>FENCE</b>	<b>BASE DISTANCE</b>	<b>PITCH DISTANCE</b>
<b>Chimney Park Aaron Cook</b>	354'	80', 90'	54', 60'6"
Notes: (Baseball only, Grass Infield, Permanent Mound, No Lights)			
<b>Chimney Park #2</b> (Available - *Portable Mound, *Temporary 200' fence)	300'	Any up to 90'	Any
<b>Chimney Park #3</b> (Available - *Portable Mound, *Temporary 200' fence)	315'	Any up to 90'	Any
<b>Diamond Valley #1</b> (Available - *Portable Mound, *Temporary 200' fence, *Lights)	310'	Any up to 80'	Any
<b>Diamond Valley #2</b> (Available - *Temporary 200' fence, *Lights)	310'	Any up to 70'	Any
<b>Diamond Valley #3</b> (Available - *Temporary 200' fence, *Lights)	310'	Any up to 70'	Any

\*Available for additional fee

## **SOCCER FIELD DIMENSIONS**

### **FIELD SIZE**

75yds. x 120yds.

Field may be set up in any variety of these field dimensions for \$150.00. Any other set-ups must be approved on a case by case basis and may require additional fees.

Painting includes perimeter, midfield line, goal boxes and center circle.

- ❶ 75yds. x 120yds.
- ❶ 70yds. x 110yds
- ❶ 50yds. x 80yds
- ❶ or ❷ 30yds. x 50yds.
- ❶ or ❷ 30yds. x 40yds.

### **GOAL SIZES**

5ft. high x 10ft. wide

8ft. high x 24ft. wide



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## Outdoor Facility Rental Application

In consideration of the granting of this permit, the renter, on behalf of himself/herself and all individuals using the facility under the terms of this permit, agree to hold the Town of Windsor, its agents, officers and employees harmless from any injuries of whatever kind or nature resulting from the use of the named facility.

Event Name/Organization: \_\_\_\_\_ Activity: \_\_\_\_\_

# of Participants: \_\_\_\_\_ Contact: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
 (City) (State) (Zip Code)

Date (s)	Event Start Time	Event End Time	Facility Location/ Specific Field(s)	Event Type	Field Prep <i>please see field dimensions form</i>

Is anyone at this event selling food, drinks, or merchandise? Yes No

Is there a charge for admission to this event? Yes No

If the answer to either question is yes, you must contact the Windsor Sales Tax Office.

**I have received a copy of the “Windsor Outdoor Facility Guidelines, Fees” document.**

**I have read and understand the contents of the so named document.**

**I understand Windsor Parks & Recreation reserves the right to amend or revise said document.**

I \_\_\_\_\_, representative for the group submitting these requests have received and agree to follow the Town of Windsor Outdoor Facility Guidelines.

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

*This receipt/request must be signed and filed with the Windsor Parks & Recreation Scheduling/Marketing Specialist.*

Proof of Insurance (if applicable)  
(\$1 million liability, listing Town of Windsor as additionally insured)

Acknowledgment of Receipt of Guidelines (signed)

Security Deposit (\$250.00 or 50% of rental whichever is less)

Non-profit 501(C) (3)

Field Dimensions (if applicable)

Received by: \_\_\_\_\_

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

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Pending \_\_\_\_\_

\_\_\_\_\_

Authorized Signature