

OUTDOOR FACILITY GUIDELINES





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Facility Fee Details



Chimney Park/Severance Community Park Ball Fields

- Deposit: Non-refundable \$250.00 or 50% of rental fee (whichever is less) applied towards total fee
- Field Rental Rate (per hour): \$45.00 per field (not to exceed \$275.00 per field/ per day)
- Field Prep Fee: \$75.00 per field. Includes chalking, pitching rubber, and bases. (please see field dimensions form)
- Field Supervisor Fee: \$20.00 per hour/ per supervisor
- Bases only: \$15.00 per field/per day
- Temporary Fencing: \$50.00 per field
- Portable mound: \$30.00 per field

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 Rate (per hour): \$40.00 per field (not to exceed \$235.00 per field/ per day)
- Initial Set-up Paint & Goals: \$230.00 per field. (Please see field dimensions form)
- Subsequent Painting (within 5 days): \$120.00 per field
- Field Supervisor Fee: \$20.00 per hour/ per supervisor
- Goal Installation Only: \$50.00 per field



Field Dimensions

Ball Fields

Field	Fence	Base Distance	Pitch Distance
Chimney Park Aaron Cook <i>Baseball only, Grass Infield, Permanent Mount, No lights</i>	354'	80', 90'	54', 60'6"
Chimney Park #2 <i>Available: *Portable Mound, *Temporary 200' fence</i>	300'	Any up to 90'	Any
Chimney Park #3 <i>Available: *Portable Mound, *Temporary 200' fence</i>	315'	Any up to 90'	Any
Severance Community - East <i>Available: *Portable Mound, *Temporary 200' fence</i>	300'	Any up to 90'	Any
Severance Community - West <i>Available: *Temporary 200' fence</i>	300'	Any up to 90'	Any

*Available for additional fee

[View a full list of town facilities](#)

Eastman Park

Soccer Fields

Field Size: 75 yds. x 120 yds.

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.

Field paint options:

- 1 - 75 yds. x 120 yds.
- 1 - 70 yds. x 110 yds
- 1 - 50 yds. x 80 yds
- 1 - or 2 - 30 yds. x 50 yds.
- 1 - or 2 - 30 yds. x 40 yds.

Goal sizes:

- 5 ft. high x 10 ft. wide
- 8 ft. wide x 24 ft. wide

These scheduling guidelines are intended to assist users when making facility reservations, and to guide Windsor Parks & Recreation staff in resolving conflicts that arise with scheduling outdoor sports facilities. Staff may deviate from these guidelines as determined necessary and appropriate.

It is the intent of staff to see that facilities are used to their full potential while maintaining a safe, quality environment. Staff will work to avoid scheduling conflicts while servicing multiple user groups. Staff will also act as a liaison between user groups with similar needs.

Fields can be used on a drop-in basis without a reservation when they are not rented or prepared for other events. Commercial and outside businesses or organizations running leagues or tournaments in which registrations and/or registration fees are collected will be governed by these guidelines.

To assure proper scheduling, it is necessary that all requests and/or changes be submitted online to be approved by the Recreation Supervisor.

To begin the process of reserving field/facility space for any leagues, camps, clinics, tryouts or any other activity, a person or organization must complete an Outdoor Facility Rental Request Form online for Recreation Supervisor 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 acknowledgment of Receipt of Guidelines.

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.

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 & Recreation Director will make the final determination of the status of each program or event.

Insurance

Any field/facility request for use pertaining to leagues, camps, clinics and/or 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 an application will be considered. Insurance can be obtained through a specific sport sanctioning body that provides the required insurance. Applications will not be approved until proof of insurance is provided.

Outdoor Facility Rental Request Form

The following 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) if the Internal Revenue Code; and
2. A private non-profit charitable organization is identified as the recipient of the events 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 Windsor Parks & Recreation by way of check or money order from the private non-profit organization.

Date/Time Guidelines

Outdoor facilities will be scheduled to provide sufficient time for proper maintenance and care. Adverse weather conditions may increase the time required to adequately prepare a playing area in a safe condition.

First games may begin no earlier than 8:00 a.m.
Games must end no later than 10:00 p.m.

Windsor Parks & Recreation Staff will submit a practice/game schedule requests for leagues participating through Windsor Parks & Recreation. Staff will receive an approved block of time on specific fields to schedule practices/games for leagues registered through the town.

Any outside requests for fields during this block of time will be considered on a case-by-case basis. Once game and practice schedules are set, staff will submit a final game and practice schedule to the Recreation Supervisor. Any open time slots would then be available to rent. Once a final schedule is granted, no bumping will be allowed.

*Windsor Parks and Recreation leagues/teams/activities are defined as those that have registered and/or paid a registration fee through the town.

Special Notes

Soccer Fields

- No climbing on soccer goals.
- No moving soccer goals once they have been anchored.
- During Windsor Parks & Recreation spring and fall seasons, field lining will not be altered. Exceptions can be made on a case-by-case basis at the discretion of town staff.

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 1 or after Nov. 15.

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 & Recreation staff is permitted to remove pitching rubbers.

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 canceled because of poor weather conditions the next morning, then a full refund will be made. No re-preps will be done on fields.

- If wet fields exist and maintenance is necessary, the following will apply:
- It will be the decision of the event/league director to approve the use of “Turface” or other drying agents.
 - Town staff will not apply any field drying agents to fields without prior approval from the event or league director.
 - Turface will be applied upon approval at the rate of \$25.00 per bag.
 - No outside vehicles or equipment will be allowed on the fields for maintenance.

Damage/Jeopardizing Use

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

Any damage will be repaired by the town and billed to the user. Event hosts/directors will be personally responsible for reimbursing the town for any damage to town property incurred by the event.

- Examples of damage/jeopardizing use include:
- 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.

Equipment

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

Parking

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

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. Town staff will determine if the fields have been cleaned adequately.

Eastman Park

Field Supervisors

If deemed necessary, a field supervisor will be assigned by Windsor Parks & Recreation 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.

A \$20 per hour 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.

Admission

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

Advertising

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

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 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 events/practices are not held, with the exception of inclement weather cancellations. If the fields are prepped the night before and the tournament is canceled because of poor weather conditions the next morning, then a full refund will be made.

Fees & Deposits

Rental Fees include:

- fees for field(s) per hour
 - supervisor fees per hour
 - prep/field maintenance per field
 - temporary fencing, portable mounds, drying agents, etc.
- plus deposit.

See “Facility Fee Details” for specific fees.

Changes/Cancellations

Parks & Recreation reserves the right to keep any or all of the deposit if a reservation is canceled less than 10 days before scheduled.

Any changes requested after confirmation has been issued must be submitted 2 business days in advance of the change. 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 staff member at the facility. The staff member and league representative for the event will collaborate and make the appropriate decision(s) regarding any cancellation, postponement or related arrangement.

If fields are deemed unplayable, a full refund will be made. Under no circumstances will games be played on field(s) deemed unplayable.

Reasons for field cancellations include:

- 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.

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 Parks & Recreation Director. Those hoping to provide concessions must also contact the Windsor Sales Tax Office to obtain a sales tax license if required. Approval from the Parks & Recreation Director does not guarantee approval from the Sales Tax Office.

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 Ordinance

Event directors/league officials are required to inform all participants to abide by the town alcohol ordinance. Beer and wine are allowed in parks, subject to the following limitations:

- No alcohol is allowed in Chimney Park without a special event permit or liquor license
- No glass containers of any kind are allowed in town parks

Town Ordinance, Section 10-11-20 of the Municipal Code.

Smoking

Windsor’s park system, including all parks, trails and natural areas are smoke and vape-free. This includes cigarettes, cigars, cigarillos, pipes or electronic cigarettes.

Town Ordinance, Section 10-12-30 of the Municipal Code.

