

Town of Winslow Public Property User Permit

Name: _____ Tel #: _____ Cell #: _____

Address: _____

Organization: _____

Address: _____

Function: _____ Place: _____

Date(s): _____ Time: _____ People Expected: _____

User Fees

| <u>Site</u> | <u>Number of People</u> | <u>Fee</u> | <u>Please Indicate Use (Day/Field)</u> |
|-------------------------------------|-------------------------|---------------|--|
| All Parks and Playgrounds | 35-50 | \$30.00/Day | _____ |
| | 50-100 | \$50.00/Day | _____ |
| | 100-Over | \$100.00/Day | _____ |
| | <u>Number of Days</u> | <u>Fee</u> | |
| All Playing Fields (Tournaments) | 2 Days | \$50.00/Field | _____ |
| | 3 Days | \$75.00/Field | _____ |
| All Playing Fields (Practice) | 1 Day | \$20.00/Field | _____ |
| | 2-3 Days | \$40.00/Field | _____ |
| | 4-5 Days | \$60.00/Field | _____ |
| | <u>Number of People</u> | <u>Fee</u> | |
| Recreation Center | 1-25 | \$30.00/Day | _____ |
| | 25-50 | \$60.00/Day | _____ |
| | 50-100 | \$100.00/Day | _____ |

A \$100.00 deposit is required for all rentals to help against potential costs as a result of the event. If damage exceeds the deposit, the renter is liable for all cost of damage. Deposit will be refunded with 2 weeks of the event if no damage has been done.

Additional fees may be required if traffic control, police presence, fire protection, or additional sanitary requirements are determined necessary. Standard rates apply. Renter may order additional sanitary requirements.

User Responsibility:

1. The removal of property, garbage, etc. from rented space.
2. Rental space left exactly how it was when event began.
3. No alcohol use.
4. Rules pertaining to use of facility. (See attached)
5. Permits should be in possession of user during event.

Signature: _____ Date: _____
(Parks and Recreation Director)

Official Use Only

Date: _____ Cash Amount: _____ Check #/Amount: _____ Received by: _____

Fee Waiver

Amount Waived: _____ Reason for Waiver: _____

**Town of Winslow
Parks and Recreation Department
Informed Consent**

- (a) Besides any other terms or conditions which the municipal officers or the parks and recreation director may place on any event or affair of any applicant/permittee, every applicant/permittee by its duly authorized representative, shall agree to release, indemnify, and hold harmless the Town of Winslow and any of the town's officers, officials, agents, or employees, in both their personal and official or corporate capacities, from any liability or claim, whether based on a tort, contractual, or other claim of any nature whatsoever, including, but not limited to any loss or damage to property or injury to or death of any person that arises out of any such event or affair of or by such applicant/permittee. Furthermore, if required by the municipal officers, the applicant/permittee shall procure and maintain in full force at its sole cost and expense during the term of its event or affair adequate public liability insurance and/or worker's compensation insurance coverage for such event or affair and such applicant/permittee's use and occupancy of municipally-owned land therefore, and the municipal officers may further require that any such insurance be procured by the applicant/permittee specifically for the benefit and coverage of the Town of Winslow and/or its officers, officials, agents, or employees.
- (b) Also, any such applicant/permittee under this ordinance, by its duly authorized representative, shall agree and be liable for and responsible to remove, at the termination of its event or affair, all of its equipment, personal property, fixtures, chattels, improvements, and all litter, trash, refuse, and debris, either owned by it or resulting from such applicant/permittee's event or affair, and to deliver up such municipally-owned land at the termination of such permit under this article in a clean, neat, and pollution-free manner and its original and natural condition, ordinary wear and tear by pedestrian foot traffic excepted.

**Public Property User Permit
Fee Schedule**

| <u>Site</u> | <u>Number of People</u> | <u>Fee</u> |
|---|-------------------------|---------------|
| All Parks and Playgrounds | 25-75 | \$25.00/Day |
| | 75-200 | \$75.00/Day |
| | 200-Over | \$125.00/Day |
| | | |
| | <u>Number of Days</u> | <u>Fee</u> |
| All Playing Fields (tournaments) 2 Days | 3 Days | \$50.00/Field |
| | | \$75.00/Field |
| | | |
| All Playing Fields (Daily Use) 1 Day | | \$20.00/Field |
| | 2-3 Days | \$40.00/Field |
| | 4-5 Days | \$60.00/Field |
| | | |
| | <u>Number of People</u> | <u>Fee</u> |
| Rec Center | 1-25 People | \$30.00/Day |
| | 25-50 People | \$60.00/Day |
| | 50-100 People | \$100.00/Day |

Full payment and the completion of a permit is required for event to be finalized.

Proof of insurance may be required for specific events.

Non-profit agencies may be offered a reduced rate or at no cost.

If more information is needed or a permit is desired, please contact Amanda McCaslin, Winslow Parks and Recreation Director at amccaslin@winslow-me.gov or at 207-872-2776.

Permitting Process and Additional Requirements

1. Permit is filled out completely and signed by permittee and returned to the Parks and Recreation Director.
2. Police, Fire, and Parks and Recreation Department sign off on use or determine additional requirements are needed.
3. If no additional requirements are needed, Parks and Recreation Director will contact the permittee on the amount of the fee and deposit.
4. When fee and deposit have been received, the Parks and Recreation Director will sign the permit and forward copies to police, fire, and permittee.
5. If additional requirements are necessary, the permittee will acknowledge the additional requirements with a signature and will make the appropriate payments or reservations for services deemed necessary by the police, fire, or Parks and Recreation departments.
6. Once the additional requirements have been secured, the Parks and Recreation Director will sign the permit and forward copies to police, fire, and permittee.

If any further information is needed or clarification desired, please read the enclosed documentation or contact the Parks and Recreation Director.