

RULES & REGULATIONS:

USE OF GRIFFIN PARK MULTI-PURPOSE BUILDING:

SECTION I : AUTHORITY:

This ordinance has been enacted pursuant to the authority granted 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:

A) To establish operating guidelines for the use of the Griffin Park multi-purpose building and set forth the fee structure to be utilized.

SECTION III : FACILITY USAGE:

- A) Baseball Season: The Town, through the Recreation Coordinator/Committee, shall assign primary authorization for operation of the multi-purpose building to the Windham Baseball/Softball League. This authorization shall encompass the spring/summer period, commencing Opening Day and ending on the final day of July. During that period, other requests for its use shall be directed to the Recreation Committee which shall confer with the Windham Baseball/Softball League to determine if the requests can be accommodated . Should the Town of Windham desire use of the facility during this period, it will ensure doing so does not conflict with any activity of the Windham Baseball/Softball League, and the League will make every effort to accommodate the Town. The Windham Board of Selectmen will have final authority to decide any an all scheduling conflicts.
- B) Remainder of Year: Groups/organizations wishing to utilize the facility may make application to the Recreation Coordinator/Committee for a permit to do so. During the fall season, priority for use will be given to the Athletic and Soccer Club of Windham.

SECTION IV : SEASONAL USES:

- A) Authorization: By vote of the annual Town Meeting , the Town will establish a special revenue fund pursuant to RSA 31:95-c to account for the revenues and expenditures generated from the use of the Griffin Park multi-purpose building. The fees discussed throughout these Guidelines refer specifically to the use of the Griffin Park multi-purpose building, and the fund shall be called “Griffin Park Improvement Fund.” Any expenditures out of this fund must be first authorized by an annual Town Meeting vote, through a budget appropriation process, and must be expended for a purpose connected with Griffin Park.
- B) Usage Fee: All private/public organizations generating revenue from use of the multi-purpose building shall be charged a fee equivalent to 10% of their total net profit. Such fees shall be turned over to the Administrative Offices within 30 days of the event/season for deposit into the Griffin Park Improvement Fund. The Town of Windham reserves the right to require any user of the facility to provide a general accounting of expenses and revenues used to calculate the 10% charge.

SECTION V: OTHER USES BY TOWN ORGANIZATIONS OR BUSINESSES:

- A) Private/public organizations or businesses located within the Town of Windham may make application to the Recreation Coordinator/Committee for a permit to utilize the multi-purpose building for a non-seasonal use, subject to the following:
 - 1. Organizations intending to make full use of all equipment within the concession stand and, in particular, the auto fryer, must obtain training in their safe operation from an authorized member of the Windham Recreation Coordinator/Committee prior to the scheduled event.
 - a. The permit fee for full use of the concession stand as described above shall be \$100.00 for each 6 hours of use.
 - 2. Organizations not intending to utilize the auto fryer or other similar equipment within the concession shall be relieved of the training requirements.
 - a. The permit fee for limited use of the concession stand shall be \$75.00 for each 6 hours of use.
- B) A security deposit in the amount of \$250.00 shall be required in addition to the permit fees.
- C) The Recreation Coordinator/Committee shall submit all permit applications to the Board of Selectmen for final approval.
- D) Permit fees shall be collected at the Administrative Offices and deposited into the General Fund of the Town of Windham to offset some, if not all of the costs of facility utilities and staff time.
- E) An application form will be completed by all users.

SECTION VI : FACILITY CLEANING AND MAINTENANCE:

- A) Although the Town of Windham shall be responsible for the overall maintenance of the multi-purpose building, the following shall apply:
 - 1. Users of the facility shall clean the kitchen and eating areas after use and ensure that the remaining sections of the facility are left in a neat and orderly condition.
 - 2. Users of the facility shall pick up and deposit into trash containers all litter and debris in the area of the building.
 - 3. The Windham Baseball/Softball League and any other organization granted prolonged use of the facility shall be responsible to properly close and secure the building each time it is utilized.
 - 4. Failure to comply with these requirements may result in forfeiture or all or part of the security deposit, restriction or removal of use privileges.

5. Users of the facility shall also expeditiously notify the Town of any vandalism, malfunctioning equipment or problems with the building that may arise.

SECTION VII : MISCELLANEOUS:

- A) In accordance with the Town of Windham's Alcoholic Beverage Ordinance (#WIN 2:01:15:81), the use or possession of alcohol is prohibited.
- B) Use or possession of illicit drugs is strictly prohibited.
- C) Barbeque grills or other cooking devices separate from those in place within the facility are prohibited without prior approval.
- D) The sale of items by outside vendors (i.e. ice cream trucks, hot dog carts, etc.) shall be prohibited barring express written permission from the Recreation Coordinator/Committee with approval from the Board of Selectmen.
 1. It will not be common practice to grant such permission while the concession stand is in operation by a local group or organization.
- E) The user of the facility agrees to comply with all Town and State rules, statutes and ordinances as may be applicable.

SECTION VIII : PRIORITY:

- A) These Guidelines shall have priority above and take precedence over all previous policies or agreements established by or between another organization, the Town of Windham, and/or any agents, representatives, elected or appointed bodies acting on behalf of the Town of Windham.

SECTION IX : WAIVERS:

- A) The Windham Board of Selectmen reserve the right, for cause shown, to make special regulations and/or waive any portion of the regulations relating to the use of the facility for a specific function.

SECTION X : EFFECTIVE DATE/AMENDMENTS:

These Guidelines shall take effect immediately upon official acceptance of the facility 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 this 28th day of March, 2005.

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