

# TOWN OF WINHALL, VERMONT FACILITY USE POLICY

The Town of Winhall has five facilities that are available for use by Winhall residents, Federal, State, Local Entities, and members of the public. It is the intent of the Town to have the facilities used as frequently as possible, but it is the obligation of the Town to ensure that its facilities are maintained in good condition. This policy is intended to help ensure that the Town's facilities will be well maintained, enjoyable, accommodating and will provide a safe environment, and that the Town will be fair and consistent with all parties wishing to use its facilities. The facilities are accessible by those with disabilities.

1. **FACILITIES TO WHICH THIS POLICY APPLIES.** This Policy shall apply to the following municipal facilities in the Town of Winhall:
  1. The School Library/Community Center/School classrooms under certain conditions (normally for The Mountain School events) located at 9 School Road, Bondville, Vermont 05340.
  2. The meeting room located first floor at 3 River Road, Bondville, Vermont 05340 in the Town of Winhall Town Office Building.
  3. Friedman Field and Pavilion
  4. Skate Park at Friedman Field
  5. Municipal Building 115 Vermont Route 30
  
2. **PRIORITY OF USE.** The Town of Winhall will make these facilities available on a first come, first serve basis for individuals, groups and organizations to use during times when the facilities are not being utilized for Town/School programs or by Town/School staff, boards, commissions and committees, or Town/School sponsored events.
  
3. **HOURS OF USE.** The facilities **are not** available for use during the following hours:
  1. Beginning to end of school (published school year) Monday through Friday – 7:00 am to 4:30 pm.
  2. 7:00 am to 12:00 pm (noon)
  3. Beginning to end of school (published school year) Monday through Friday – 7:00 am to 4:30 pm.
  4. Nov 1 – April 29                      Closed
  5. During periods of construction

The facilities **are** available for use during the following hours:

1. 4:30 pm to 10:00 pm all days of the week.
2. 12:00 pm (noon) to 11:00 pm all days of the week.

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- 3. 4:00 pm to dusk all days of the week.
  
- 4. 

May 1 – June 15	4pm till dusk
June 16 – Labor Day	9am till dusk
Rest of Sept – Oct 31	4pm till dusk
Nov 1 – April 29	Closed

If skater refuses to adhere to the hours, you may be suspended from using the skate park in the future.

- 5. 7:00 am to 11:00 pm all days of the week

#### 4. **PROHIBITIONS.** The following uses are strictly enforced/prohibited at the facilities:

1. Food, drink, glass containers are to be placed in appropriate containers. Please use trash containers to keep facilities clean, safe and operational. Winhall is a mandatory recycling community; please use the appropriate recycling container.

No alcohol, No drugs, No tobacco products or chewing gum in facility.

Profanity and abusive language is prohibited.

Unauthorized equipment, obstacles or apparatus are not permitted on/in facility.

All forms of graffiti, tagging or other means of defacing Town property, are strictly prohibited. Such activities will result in possible prosecution of the responsible parties.

The Town of Winhall is not responsible for the loss or damage to personal property.

2. Food, drink, glass containers are to be placed in appropriate containers. Please use trash containers to keep facilities clean, safe and operational. Winhall is a mandatory recycling community; please use the appropriate recycling container.

No alcohol, No drugs, No tobacco products in facility.

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All forms of graffiti, tagging or other means of defacing Town property, are strictly prohibited. Such activities will result in possible prosecution of the responsible parties.

The Town of Winhall is not responsible for the loss or damage to personal property.

**3.** Food, drink, glass containers are to be placed in appropriate containers. Please use trash containers to keep facilities clean, safe and operational. Winhall is a mandatory recycling community; please use the appropriate recycling container.

No alcohol, No drugs, No tobacco products or chewing gum in facility.

Profanity and abusive language is prohibited.

Unauthorized equipment, obstacles or apparatus are not permitted on/in facility.

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**4.** The Skate Park is unsupervised (no attendant on duty). All skaters use this facility at their own risk.

All skaters must wear helmets; all other protective gear is strongly recommended. Failure to wear required equipment will result in removal from the facility when observed.

Do not use facility if a hazardous condition exists. Report all damage or hazardous conditions to the Town Office (802) 297- 2119.

The Town will inspect the Skate Park and will attempt to do this on a weekly basis.

Only skateboards are permitted to use this facility. All equipment must be in good working order. If equipment is deemed faulty, you may be asked to leave until such equipment is deemed safe.

Food, drink, glass containers are not permitted in skate area. Please use trash containers to keep park clean, safe and operational. Winhall is a mandatory recycling community; please use the appropriate recycling container.

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No alcohol, No drugs, No tobacco products or chewing gum in or around skate park area.

Profanity and abusive language is prohibited.

No bicycles, rollerblades, scooters, razors in Skate Park.

Bowl area for advanced/expert riders only.

An emergency E911 phone is located in the pavilion area.

A port-a-potty is provided for participants comfort; please keep unit clean and usable.

Unauthorized equipment, obstacles or apparatus are not permitted on/in facility.

All forms of graffiti, tagging or other means of defacing Town property, are strictly prohibited. Such activities will result in temporary closure of the Park and possible prosecution of the responsible parties.

The Town of Winhall is not responsible for the loss or damage to personal property.

**5.** Food, drink, glass containers are to be placed in appropriate containers. Please use trash containers to keep facilities clean, safe and operational. Winhall is a mandatory recycling community; please use the appropriate recycling container.

No alcohol, No drugs, No tobacco products or chewing gum in facility.

Profanity and abusive language is prohibited.

Unauthorized equipment, obstacles or apparatus are not permitted on/in facility.

All forms of graffiti, tagging or other means of defacing Town property, are strictly prohibited. Such activities will result in possible prosecution of the responsible parties.

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- 5. SMOKING.** Smoking/smokeless products are prohibited at all Town facilities.
- 6. ALCOHOL.** Alcohol is prohibited at all Town facilities.

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- 7. OBLIGATIONS OF USERS.** Users must return the facilities in a neat, orderly and clean condition after their use. Users will be responsible for, and liable to, the Town for all repairs to the facilities required as a result of damage caused by users.
- 8. FACILITY USE AGREEMENT.** Social service and community service groups, individuals, businesses, and non-profit groups wishing to use the facilities shall be required to execute a Facility Use Agreement for each event.
- 9. INSURANCE.** Applicant will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Winhall and Winhall School District as additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Applicant will furnish the Town with a certificate of insurance prior to the Event.

If the Applicant does not have insurance applicant can go to [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip) and purchase a policy for your event. You can follow three easy steps for this purchase:

- 1) Select the Facility
  - a. Select from drop-down menu
  - b. Facility:
    - c. Vermont League of Cities and Towns, Property and Casualty Intermunicipal Fund, Inc.
    - d. Tenant Users of – Facility Code: - 0406-348 e. Location: Choose municipality in which event is to be held.
- 2) Qualify Your Event or Activity
  - a. Select from drop-down menu. Click next.
- 3) Get Your Quote
  - a. Answer some basic questions and enter your contact and billing information. Questions About this Web Site or Coverage Eligibility go to [tulip@ebi-ins.com](mailto:tulip@ebi-ins.com) or call 1-800-507-8414.

If the applicant is not able to purchase insurance through T.U.L.I.P., applicant can substitute their homeowner's comprehensive general liability insurance policy in which the Town of Winhall and Winhall School District are named as additional insured with combined single limit coverage of \$500,000. The applicant will furnish the Town with a certificate of insurance prior to the event.

First Reading: June 04, 2008

Second Reading: July 02, 2008 – August 06, 2008 – September 17, 2008

Third Reading: October 01, 2008

Date of Acceptance: October 15, 2008

Date: October 15, 2008

September 2, 2009 Revision

April 24, 2013 Reaffirmed