RESOLUTION NO. 2348-08

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR RESCINDING RESOLUTION NO. 1227-02, 1881-06 AND 1882-06 AND APPROVING THE TOWN OF WINDSOR FACILITY USE AND RESERVATION POLICY

WHEREAS, the Town of Windsor has adopted Ordinance No. 92-22 that provides rules and regulations for the Town of Windsor Park System and Recreation Facilities; and

WHEREAS, Town Parks and Recreation Facilities are governed by Title V of the Windsor Municipal Code; and

WHEREAS, the Town of Windsor has adopted separate fees, use and reservation policies for Facilities, Parks and the Town Green; and

WHEREAS, new and increased fees have been established for the use and reservation of Town Facilities and approved by Town Council at its regular meeting of August 20, 2008; and

WHEREAS, it is the recommendation of the Community Services Department staff that the policies be consolidated into one document and be updated, made consistent and enhanced to maximize operational efficiencies and cost recovery targets; and

WHEREAS, amendment to the Town of Windsor Facility Use and Reservation Policy is necessary in order to implement the approved fees and policies for the rental of Town facilities including the Senior Center, Windsor Community Center, Huerta Gymnasium, Council Chambers, parks and the Town Green.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Windsor hereby adopts amendments and approves the Town of Windsor Facility Use and Reservation Policy attached hereto and incorporated herein as Exhibit A.

PASSED, APPROVED AND ADOPTED this 20th day of August 2008, by the following vote:

AYES:	**COUNCILMEMBERS ALLEN, GOBLE, PARKER, SALMON AND MAYOR FUDGE**
NOES:	**NONE**
ABSTAIN:	**NONE**
ABSENT:	**NONE**

Debora Fudge

DEBORA FUDGE, MAYOR

ATTEST:

Maria De La O

TOWN CLERK

Attachment: Exhibit A

TOWN OF
WINDSOR

Community Services Department
9291 Old Redwood Hwy., Bldg 300D
Windsor, CA 95492
707-838-1260

FACILITY USE AND RESERVATION POLICY

Adopted by the
Windsor Town Council
On August 20, 2008

Creating Community through People, Parks, and Program

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The Community Services Department authorizes and administers the rental of Town public parks, facilities, and the Town Green on a first-come first-serve basis.

Applications may be obtained by calling the Community Service Department at 707-838-1260, or in person at the Community Services Office, 9291 Old Redwood Highway, Building 300D, Windsor from 8:30a.m.-5:30p.m., or on the Town's website: www.townofwindsor.com. Completed applications with a non-refundable application fee may be faxed to (707) 838-1264, or mailed to the following address: Town of Windsor, PO Box 100, Windsor, CA 95492.

I. GENERAL TERMS & CONDITIONS

A. Reservation Policy – Reservations are accept and valid upon the following:

1. Completion of Town application.
2. Deposit and the application fee submitted to the Community Services Department.
3. Reservations may be made up to one (1) year in advance.

B. Payment of Fees

1. All rental fees are due at least forty-five (45) days prior to event.
2. If reservations are made less than forty-five (45) days, all fees will be due immediately.
3. Failure to meet this deadline may result in cancellation of reservation and forfeiture of deposit.
4. Fees may be paid by VISA, MasterCard, cash and checks made payable to the Town of Windsor.

C. Cancellation Policy

1. If reservation is canceled sixty (60) or more days prior to event, 50% of the deposit will be returned
2. If reservation is canceled between thirty-one (31) and fifty-nine (59) days prior to event, no deposit will be returned.
3. If reservation is canceled thirty (30) or fewer days prior to event, the deposit and all fees paid will not be returned.
4. Refunded deposits (or a portion thereof) will be mailed within 6 weeks after cancellation.

D. Security Deposit

1. A refundable security deposit is due upon submittal of the facility, park and Town Green Use application.
2. Security deposits are cashed and deposited into a Town of Windsor bank account.
3. Refunded deposits (or a portion thereof) will be mailed within 6 weeks after event.
4. Any damage or loss to facility or equipment is the responsibility of the renter. The renter will be liable for any and all costs associated with the restoration, replacement, damage or loss experienced.
5. Clean-up during and after the event shall be the responsibility of the renter. The Town reserves the right to deny the rental of a Town facility, or increase the cleaning deposit from a renter who previously failed to meet the minimum cleaning requirements.
6. The Security Deposit is fully refundable unless:
   a. The event extends beyond the permitted time
   b. The facility, structures, amenities or turf areas are damaged or any items missing.

c. Vandalism fights, or improper conduct occurs.
d. Police assistance is required.
e. The facility or park is not returned to its original condition including:
   - Litter and other debris remains
   - Excess garbage and recycling items are not removed by the renters
   - Any Town equipment is missing or damaged

7. Charges due to one or more of the above will be taken from the security deposit.
8. Renter will be billed for any fees greater than the deposit.
9. If renter refuses or fails to pay billed balance, legal action will be taken; the renter will not be allowed to use Town facilities until full payment has been made.
10. Failure to adhere to the General Terms and Conditions may be cause for denial of a permit in the future.

E. **Approval of Application**

1. The Town of Windsor will issue a use permit in accordance with the policies contained herein, and only upon the return of a completed application. This includes necessary fees insurance (available for purchase). The Town reserves the right to cancel any permit.

F. **Responsibilities of Renters**

1. Renter is responsible for conduct of all participants, supervision of minors, damages and all fees due.
2. Renter and participants must agree to fully and promptly obey any and all lawful orders given by the Town of Windsor Community Services Department, Police Department, and/or Fire District.
3. If police assistance is required, the event will be terminated immediately, and the deposit will be forfeited.
4. Renters must restore all areas of the facility to the condition they were found, including the kitchen and restrooms.

G. **Annual Public Activities**

1. Requests for annual events will be considered in accordance with this policy.
2. If an annual event is approved, one (1) security deposit will be held by the Town. The deposit will be refunded at the end of the rental period or anniversary date, which ever occurs first.
3. A new security deposit shall be required along with a newly completed application for the next rental period.
4. Any group, organization, or individual who establishes an annual public activity on a specific date in any of the Town's facilities (with the exception of the Town Green), shall have the first opportunity to reserve the same date for the following year. The Town Green may only be rented by non-profit organizations. If a group or organization has not submitted an application within one month after the close of the rental period, that date will become open and available for reservation by any other interested group or individual.

H. **Ongoing Facility Use**

1. Requests for ongoing facility use, such as consecutive days or weeks (i.e. Tuesday movie series) will be considered in accordance with this policy.

2. If ongoing use is approved, one (1) security deposit will be held on account with the Town for renters with regularly scheduled events. The deposit will be refunded at the end of the year's rental period.
3. A new security deposit shall be required along with a newly completed application for the next rental period

I. **Fundraising Activities**
1. Fundraising events will be reviewed in accordance with this policy.
2. For Town Green regulations, refer see page 21 of this document.

J. **Insurance**
1. Depending on the level of risk of the activity or event, the renter shall be required to acquire insurance. Insurance certificates naming the Town of Windsor as additionally insured and all necessary endorsements must be submitted to Town of Windsor forty-five (45) days prior to event.
2. Minimum coverage required is $1,000,000 to $2,000,000 in general liability pending determination of risk by the Town's Risk Manager. Vendors that are participating in an event, such as a caterers, decorators and/or security companies will be required to provide proof of insurance to the Town of Windsor.
3. One day special event insurance may be purchased through an independent insurance company administered by the Town.
4. For insurance information on alcohol sales and consumption, refer to individual policies in this document - Facilities: pg. 6, Parks: pg. 13, Town Green: pg. 18

K. **Security Guards and Chaperones**
1. For security regulations and requirements, refer to the individual policies in the document - Facilities: pg. 6, Parks: pg. 14, Town Green: pg. 19

L. **No Smoking – Municipal Code 3-20-115**
1. Smoking is prohibited in all Town parks including the Town Green. Municipal Code 3-20-115
2. The No Smoking Law includes gardens, playgrounds, picnic and barbeque areas, sporting facilities including bleachers, dugouts, ball fields, tennis courts, swimming pools and surrounding areas, walking, running, biking and nature trails. Municipal Code 3-20-110
3. Smoking is prohibited in all Town buildings and at least 20 feet from any building entrance, exit, vent or opening. Municipal Code 3-10-120

M. **Alcoholic Beverages Sale and Consumption**
1. For information on alcohol sales and consumption, refer to individual policies in this document - Facilities: pg. 6, Parks: pg. 13, Town Green: pg. 18

N. **Failure to Comply**
1. Failure to comply with the General Terms and Conditions may be cause for cancellation of the use permit and/or an increase in the security deposit, and /or barring of future activities at the Town of Windsor facilities, parks and the Town Green.

O. **Use Permit Revocation or Denial**
1. The Town of Windsor reserves the right to revoke or withhold use permits at any time for any reason the Town deems necessary, including:

- Failure to adhere to policies and rules, regulations or ordinances of the Town of Windsor
- Fights, vandalism, or improper conduct
- Advertising an event before approval of application
- Exceeding building capacity
- Giving incomplete or incorrect information regarding the nature of the event or number of participants
- Not being in possession of use permit and/or licenses
- The amount of alcohol served at an event exceeds the amount approved

2. Cancellation of an event for any of the above reasons, will forfeit all fees and/or deposit.
3. The Town of Windsor reserves the right to deny a use permit for the following reasons:
   - The facility is not available for the date(s) requested
   - There is a conflict in scheduling with other events and/or activities
   - The facilities are being renovated or repaired (including field restorations)
   - The site being requested is not compatible with the event and/or activity (i.e. noise restrictions, time restrictions)
   - There are not sufficient resources (staff or equipment) for the event and/or activity
4. The Town of Windsor reserves the right to revoke or deny a use permit when facility is deemed necessary for any emergency or Town purposes, in which case all fees and deposit will be returned.

P. **Appeals, Suspension of Rules**

1. The use of facilities, parks and the Town Green is administered by the Town of Windsor Community Services Department. The Department may, for good cause, suspend the rules contained herein and/or develop additional rules governing use. In the event of an appeal of an administrative decision regarding use or policy, the appeal shall be filed in writing, clearly stating the reasons for the appeal. Such appeal may not be made more than thirty (30) days after the decision is being made has been rendered. The applicant shall be given reasonable opportunity to be heard and present evidence to Town staff in writing. Town staff shall review all materials submitted by applicant. Decisions of the Town staff shall be in writing and shall be delivered to the applicant either in person or by mailing to the address stated on the rental application. Town staff decisions are final. Should no decision be rendered within seven (7) days after the filing of the appeal, the appeal is denied unless time is extended by action of the Town staff. In the interest of all parties, it is the intent of the Town that appeals of administrative decisions be resolved at the lowest possible level and shall be processed by the following Town staff in the order indicated until resolved:
   - Community Services Manager
   - Community Services Director
   - Town Manager
2. No appeal will be valid until it has been submitted and considered in the above-listed order.

II. FACILITIES

A. **Introduction and Facility Descriptions**

The Town facilities described below are available for rental to individuals and organizations. The Community Center and Huerta Gymnasium may accommodate large events such as wedding receptions, anniversary parties, birthday parties, and other special occasions. The Senior Center offers a more intimate setting for smaller gatherings.

WINDSOR COMMUNITY CENTER (6,593 square feet)
901 Adele Drive, Windsor, CA 95492

- Elsbree/Renee Rooms capacity: 380 people assembly/dance or 185 people dining with stage area
- Elsbree Hall capacity: 285 people assembly/dance and 135 people dining with stage area
- Renee Room capacity: 95 people assembly/dance and 45 people dining, does not include stage
- South Room: small meeting room with a seating capacity of 8
- Commercial kitchen facility
- Patio area

HUERTA GYMNASIUM (4,588 square feet)
9291 Old Redwood Highway, Building 200, Windsor, CA 95492

- Gymnasium capacity: 655 people assembly/dance or 306 people dining
- Kitchen facility

WINDSOR SENIOR CENTER (1,814 square feet)
9231 Foxwood Drive, Windsor, CA 95492

- Large Room capacity: 183 people assembly or 93 people dining
- Small Room capacity: 30 people assembly or 15 people dining
- Swimming pool and Jacuzzi
- Warming kitchen

TOWN HALL COUNCIL CHAMBERS
9291 Old Redwood Highway, Building 400, Windsor, CA 95492

- Meeting Room capacity: 70 people assembly

1. **Facility Availability**
   - **Community Center:**
     Monday - Friday: subject to availability Sat - Sun: 7:00 a.m. - 11:00 p.m.
   - **Huerta Gymnasium**
     Monday - Friday: subject to availability Sat - Sun: 12:00 noon - 11:00 p.m.
   - **Senior Center**
     Monday - Friday: subject to availability Sat - Sun: 7:00 a.m. - 8:00 p.m.

   *Hours may be extended twelve times per month to 9:30 p.m.

B. **Facility Use Regulations**

1. **Administrative Responsibility**
   a. The Community Services Department authorizes and administers the rental of the Community Center, the Huerta Gymnasium and the Senior Center in accordance

with the general policy set forth. The General Terms and Conditions stated above apply to all facility use

2. **Facility Rental Hours**
   a. There is a 2-hour minimum.
   b. The event must end at 11:00p.m., with clean-up ending by 12:00a.m. (midnight).
   c. Renter must be present for the entire rental period.
   d. Participants must adhere to hours set forth on rental contract.
   e. Reservation hours must include the time for set-up and clean-up/
   f. Multiple day rentals must be closed between midnight and 7:00 a.m.
   g. Event supplies and/or equipment at facilities prior to the set-up time designated on the rental contract cannot be delivered.
   h. All individuals associated with the event must vacate the facility by the indicated ending time listed on rental contract.
   i. To adjust hours for a rental contract, the renter must contact the Community Services Department. The Town of Windsor reserves the right to deny such changes.
   j. Town facilities are closed and not available to rent on observed holidays; January 1st, July 4th; Thanksgiving Day and the day after Thanksgiving; December 24th, December 25th; and December 31st.
3. **Alcoholic Beverages Sale and Consumption**
   a. The service or sale of alcohol is authorized in accordance with this Town policy. Town of Windsor reserves the right to limit quantities of alcoholic beverages. If the amount served exceeds amount approved, the event will be closed and all fees will be forfeited.
   b. SERVICE OF ALCOHOL MUST END one (1) hour before the "event time" designated on the rental contract. This does not include time allotted for clean up.
   c. Alcoholic beverages must be served in clear plastic cups and/or plastic flutes (no glass or polystyrene).
   d. Beer kegs must be placed on rubber mats to avoid damage to floor.
   e. The California Alcoholic Beverage Control (ABC) Requirements must be followed:
      - All groups selling alcoholic beverages must conform to all ABC rules and regulations and must obtain any and all permits required by the ABC.
      - Servers must complete the ABC training.
      - Copies of all ABC permits must be submitted to the Town of Windsor for approval.
   f. Liquor Liability Insurance of no less than $1,000,000 and a Town Alcohol Permit are required.
   g. Requirements for security guards/officers when alcohol is being served in facilities see below.

4. **Security Guards/Police Officers**
   a. Renter may be required to provide security guards at an event. The Windsor Police Department will make a determination based on the standards used by the Police Department to determine the security requirements of the activity or event.
   b. At an event where alcohol is being served, the ratio for security guards must be one (1) guard to fifty (50) participants.

c. In the event security guards are required, the renter shall use a security company from the list provided by the Town. The renter must provide a copy of the security contract thirty (30) days prior to the event.
d. Windsor Police Department may require assigned police officers to an event.
e. Renter will pay the cost of security guards and/or police officers directly. This cost is incurred by the renter.
f. Security guards and/or police officers must be present at the event the entire time guests are present.
g. Security guards and/or police officers must be in uniform and are responsible for patrolling both the inside and outside of premises.
h. Overnight security may be required for multiple-day events.

5. **Youth Event Chaperones**
   a. Adult chaperones are required for youth activities. A list of these chaperones must be submitted to the Community Services Department at least ten (10) working days prior to event. This list must include phone numbers for all chaperones.
   b. Security guards and/or police officers may be required at renter's expense.
6. **Additional Charges**
   a. Penalty fees will be charged for any time beyond permitted hours. The penalty fee is equal to 1.5 times the hourly rate charged in half hour increments.
   b. An administrative transfer fee of $24.00 will be assessed each time an authorized change is made to the date or location of the rental.
   c. The Security Deposit is fully refundable unless:
      - The event extends beyond the permitted time
      - The facility, structures, amenities or turf areas are damaged or any items missing.
      - Vandalism, fights, or improper conduct occurs
      - Police assistance is required
      - The facility or park is not returned to its original condition including:
      - Litter and other debris remain
      - Excess garbage and recycling items are not removed by the renters
      - Any Town equipment is missing or damaged
   d. Charges due to one or more of the above will be taken from the security deposit.
   e. Renter will be billed for any fees greater than the deposit.
   f. If renter refuses or fails to pay billed balance, legal action will be taken; the renter may be barred of future uses at facilities.
7. **Kitchen**
   a. Kitchen rental includes use of the stove, oven, refrigerator, freezer, dishwasher and sink according to all manufacturers' instructions (provided).
   b. All other equipment and/or supplies must be provided by the renter or caterer.
   c. All equipment must be removed by the designated clean up time indicated on the rental contract.
   d. Kitchen must be restored to its original condition.
   e. The Town of Windsor is not responsible for loss or damage of personal property.
8. **Commercial Caterers – Licensed Kitchen at Windsor Community Center only**
   a. Licensed caterer must submit a completed facility application, current business license, valid County of Sonoma Health Permit and all necessary insurance requirements. County of Sonoma Department of Health Services website: www.sonoma-county.org/eh and telephone: 565-6531

9. **Decorations**
   a. No staples, tacks or nails are allowed on the walls or other fixtures.
   b. All set-up and take down of decorations are the responsibility of the renter.
   c. Decorations may only be attached with drafting tape.
   d. Helium balloons must be anchored and removed after event.
   e. Use of lit candles must be pre-approved by Community Services Department.
   f. Some decorations may require fire-proofing.
10. **Janitorial**
   a. An assigned facility attendant will provide a cleaning checklist for review with renters at the beginning and end of the rental period.
   b. Should additional cleaning be required after use, funds will be taken from the security deposit at a rate of $51.00/per hour. If the charge for the required cleaning exceeds security deposit, the renter will be billed the balance.
11. **Facility Attendant**
   a. A Town facility attendant will be on duty during all events.
   b. At the discretion of the Community Services Department, a second facility attendant may be required at the rate of $27.00 per hour billed to the renter.
   c. Town staff is authorized to close an event for renter's failure to comply with Town of Windsor Facility Regulations and General Terms and Conditions.
12. **Use of Equipment**
   a. Equipment provided to the renters includes available tables and chairs.
   b. Equipment will not be loaned or removed from Town facilities except by Town staff when needed for Town events.
   c. All equipment is to be set-up by a facility attendant. This includes set-up and take down of tables and chairs, and operation of heating/cooling system, and/or theatrical lighting system.
13. **Amplified Sound**
   a. Amplified sound will be permitted in Windsor facilities with approval.
   b. Sound must be turned down at the request of the Facility Attendant on duty. Failure to comply may result in termination of the event and closure of the facility. Noise Ordinance: Title XVII, Zoning Article 3, Chapter 27.20
14. **Parking**
   a. Parking is available on site at each facility.
   b. Parking regulations must be followed at all times.
15. **Senior Center Exceptions**
   a. Restricted use of this facility is pursuant to the Windsor Senior Center Agreement.
   b. Prerecorded music or a public announcement system is allowed at the Windsor Senior Center subject to noise ordinance restrictions. Live music and/or DJ's are not permitted due to noise ordinance restrictions.

C. **Fee Schedule Categories**
1. **Resident Non-Profit:**
   a. Resident non-profit organizations are organizations which have an IRS Code 501(c) determination letter.
   b. Resident non-profit organizations receive a discount when the organization has a membership of at least 60% Windsor residents and a Windsor address.
   c. Government agencies fall under this classification for the purpose of determining rates and fees.
2. **Resident Private/Business:**
   a. Applicant lives within the Town of Windsor limits.
   b. Proof of residency in the form of a current utility bill is required.

c. There is no admission is charged at the event.

3. **Non-Resident Private/Business/Non-Profit:**
   a. Applicant does not live within Town of Windsor limits.
   b. There is no admission is charged at the event.
   c. Organizations must have an IRS Code 501(c) determination letter.

D. **Fee Schedule**

1. **Application Fee**
   a. A non-refundable application fee of $37.00 is due upon submittal of Facility Use Application.
2. **Kitchen Use Fees**
   a. A commercial kitchen is available at Windsor Community Center at an hourly rate.
   b. Kitchen rentals in conjunction with a facility rental is a flat fee (see fee schedule for rates). A "warming kitchen" is available at Windsor Senior Center in conjunction with facility rental for a flat fee (see fee schedule for rates).

Deposit Information

Category	No Alcohol Served/Sold	Alcohol Served/Sold	Application Fee
General	$300.00	$500.00	37.00 non-refundable
Non-Profit Organizations	$100.00	$300.00	37.00 non-refundable
Kitchen Only/Caterers	$100.00	N/A	37.00 non-refundable

Hourly Rental Fees
Windsor Community Center

Category	Elsbree Hall	Renee Room	South Room	Els./Ren Rooms	Kitchen with Facility Rental	Commercial Kitchen only
Resident Non-Profit	$70.00	$57.00	$23.00	$76.00	$149 flat fee	$23.00 hourly
Resident Private/Business	$78.00	$64.00	$26.00	$85.00	$166 flat fee	$26.00 hourly
Non-Resident Private/Business/Non-Profit	$86.00	$70.00	$28.00	$93.00	$183 flat fee	$28.00 hourly

Huerta Gymnasium

Category	Gymnasium	Kitchen w/ Facility Rental
Resident Non-Profit	$76.00	$156.00 flat fee
Resident Private/Business	$85.00	$173.00 flat fee
Non-Resident Private/Business/Non-Profit	$93.00	$190.00 flat fee
Electrical Fee	18 cents per kilowatt per hour	

Windsor Senior Center

Category	Large Room	Small Room	Kitchen with Facility
Resident Non-Profit	$51.00	$45.00	$75.00 flat fee
Resident Private/Business	$57.00	$50.00	$83.00 flat fee
Non-Resident Private/Business/Non-Profit	$62.00	$55.00	$91.00 flat fee

Windsor Senior Center Outdoor Picnic Area

Category	Hourly Fee
Resident Non-Profit	$36.00
Resident Private/Business	$40.00
Non-Resident Private/Business/Non-Profit	$44.00

Council Chamber Rental Fee

Category	Hourly Fee
Resident Non-Profit	$45
Resident Business	$50
Non-Resident Business/Non-Profit	$55

Additional Fees

Category	Fee
Transfer Fee	$24/per request

Adopted by the Town of Windsor Town Council November 17, 1999
Revised: June 12, 2003
Fees Adjustment: July 1, 2003
Fees Adjustment: July 1, 2004
Fees Adjustment: April 5, 2006

III. PARKS

A. Introduction and Park Descriptions

The Town of Windsor operates four community parks totaling approximately 56 acres, thirteen neighborhood parks totaling approximately 39 acres and a Skate Park.

Community Parks are large parks, which serve the entire community. Community parks features may include multiple playing fields suitable for organized play, group picnic areas, large play structures, public restrooms and on-site parking. They can range in size from 10 to 50 acres. Group use of Windsor's park features are authorized by a park use permit. Town of Windsor community parks include:

ESPOSTI COMMUNITY PARK (10 acres)

6000 Old Redwood Highway, Windsor, CA 95492
Amenities include: Regulation hardball field, softball field, soccer field and restrooms.

HIRAM E. LEWIS COMMUNITY PARK (16 acres)
9680 Brooks Road South, Windsor, CA 95492
Amenities include: Group picnic area, barbeque stoves, skate park, lighted tennis courts, soccer fields, softball field, separate play areas for children ages 2 to 5 years and 5 to12 years, restrooms, basketball courts and bocce courts.

KEISER COMMUNITY PARK (20 acres)
700 Windsor River Road, Windsor, CA 95492
Amenities include: Group picnic area, outdoor stage with shaded area, soccer field, 2 softball fields, play area for children 5 to 12 years of age, walking trails, 15 picnic sites with barbecue stoves, electrical outlets, and restrooms.

PAT ELSBREE SKATE PARK
9680 Brooks Road South, Windsor, CA 95492

WILSON RANCH SOCCER PARK (10 acres)
7955 Cameron Dr., Windsor, CA 95492
Amenities include: 5 soccer fields, lights (2 of the 5 fields are lighted), restrooms, concession stand, small picnic area and barbeque stoves. This park is serviced with recycled water.

Neighborhood Parks are distributed throughout neighborhoods and provide a focal point for neighborhood activity. Park features may include multi-purpose turf areas; one or two play areas for informal play, tot lots, court-game areas, picnic and seating areas and specialized facilities for special user-groups. They range in size from .25 to 8.5 acres. Special park amenities, courts or turf areas may be reserved through the park reservation process. Town of Windsor neighborhood parks include:

ACORN PARK (.25 acres)
7543 12th Hole Drive, Windsor, CA 95492
Amenities include: Play area for children 2 to 5 years old.

LAKEWOOD MEADOWS PARK (5 acres)
9150 Brooks Road, Windsor, CA 95492
Amenities include: Separate play areas for children ages 2 to 5, and ages 5 to 12, volleyball court, lighted basketball court, bocce ball courts, large turf area, walking and jogging paths, picnic areas with tables and barbecues.

LOS ROBLES PARK (2.5 acres)
10860 Rio Ruso Drive, Windsor, CA 95492
Amenities include: Open turf area, group grill, picnic tables, horseshoe pits, play area for children ages 2 to 5 years.

MICHAEL A. HALL PARK (5 acres)
731 Jane Drive, Windsor, CA 95492
Amenities include: Play area for children ages 2 to 5 years, picnic area, oak grove, swings, volleyball.

OLD VINEYARD PARK (5 acres)
8452 Stomper Drive, Windsor, CA 95492
Amenities include: Separate play areas for children 2 to 5 years, and ages 5 to 12, open grass area, sitting benches, walking and jogging paths. This park is serviced with recycled water.

PLEASANT OAK PARK (8.5 acres)
302 Sugar Maple Lane, Windsor, CA 95492
Amenities include: Quarter-acre dog park, a protected wetland area, two volleyball courts, separate play areas children ages 2 to 5 years and 5 to 12 years, picnic tables, barbecues and a horseshoe pit.

PUEBLO VIEJO PARK (.25 acres)
45 Third Street, Windsor CA 95492
Amenities include: Play area for children ages 2 to 5 years, ½ court basketball, picnic tables and barbecues.

QUAIL RUN (0.5 acres)
7765 Foppiano Way
Amenities include: Play area for children ages 5 to 12 years, picnic area

ROBBINS PARK (5 acres)
100 Billington Lane, Windsor, CA 95492
Amenities include: Open play fields, picnic areas, barbeque stoves, jogging trails, play area for children ages 2 to 5 years.

R.T. MITCHELL PARK (1 acre)
Located on Birdie and 13th Hole Drive, Windsor, CA 95492
Amenities include: picnic tables and Oak grove

STARR CREEK (4.23 acres)
481 Decanter Circle
Amenities include: open grass area and walking path
This park is serviced with recycled water.

SUTTON PARK (2 acres)
1030 Robbie Way, Windsor, CA 95492
Amenities include: Play area for children ages 2 to 5 years, horseshoe pits, picnic tables and barbeques, basketball court.

VINTAGE OAKS PARK (4.5 acres)
1201 Mitchell Lane, Windsor, CA 95492
Amenities include: Separate play areas for children 2 to 5 years, and ages 5 to 12, basketball courts, bocce ball courts, gazebo, picnic tables and barbeques. This park is serviced with recycled water.

B. **Park Use Regulations**

1. **Park Hours**
   a. Town of Windsor parks are open seven days a week, year-round from sunrise to sunset.
   b. All unreserved areas remain open to the public at all times during park hours.
2. **Athletic Field Use Reservations**
   a. Park use applications for reservation of fields must be received no later than fourteen (14) days prior to reservation date requested, and will be accepted up to one year in advance. Upon approval, a park use permit will be issued identifying the reserved field, approved use and specific requirements for that use.
   b. Park use permits for field use are **required** for:
      - Organized sports use
      - Installation of temporary park amenity (children's bounce houses, portalets, etc.).
      - Use of electricity
      - Group participation of 25 or more individuals. (Municipal Code 5-2-105)
   c. A permit is not required for informal play or gatherings of any age, less than 25 participants.
   d. Park Use Permits for community park fields will be issued in the following priority:
      - Windsor youth groups
      - Windsor adult groups
      - Non-Windsor youth groups
      - Non-Windsor adult groups
   e. Park use permits for neighborhood park fields by organized youth sports groups are required and will be issued:
      - When appropriate field space is unavailable at a community park and until such space becomes available.
      - For practice sessions for any age youth group.
      - For T-ball games, soccer games for ages 8 and under, and peewee football games
      - For field use Monday - Friday between 9:00 am and sunset and Saturdays between 9:00 am and noon with noted limitations on authorized use to control potential nuisance to adjacent residents.
3. **Park Use Reservations**
   a. Park use applications are required to reserve a park and must be received no later than fourteen (14) days prior to the date requested. Applications will be accepted up to one year in advance. A park use permit, which will identify the reserved area, approved use and specific requirements for that use will be issued.
   b. Park use permits are **required** when:
      - Installing temporary amenities (i.e. children's bounce houses)
      - Use of electricity is requested
      - Gathering will be over 25 individuals (Municipal Code 5-2-105)
   c. Park Use Permits may be issued for the use of:
      - Community park amenities from sunrise to sunset
      - Neighborhood park amenities between 9:00 a.m. and sunset
      - No more than 50% of any neighborhood park amenities may be reserved at any given time
   d. Neighbors immediately adjacent to parks will be notified special events and the

issuance of *Special Event and Park Use Permit* by the Planning Department. A special event is a planned or anticipated activity/event that is held periodically such as parades, concerts, festivals, races, etc., which attract a large gathering of people. Contact the Planning Department at 838-1000 for information about the Special Event and Park Use Permit.

4. **Tennis Court Use**
   a. Four (4) tennis court (s) are available at Hiram E. Lewis Park, daily from 8:00 a.m. to 9:00 p.m. Use is on a on a first-come-first-serve basis or by reservation by calling 838-1260.
   b. Tennis is the ONLY permitted activity on the courts.
   c. Only tennis players are permitted within the fenced court area. Spectators must remain outside of the fenced court area.
   d. White-rubber-soled-tennis shoes must be worn on the courts.
   e. Players are required to observe tennis courtesies, as well as rules of good-conduct, on and around the courts.
   f. Players waiting to play must remain outside the fenced court area but within the immediate vicinity, or they will lose their place waiting.
   g. Players are to relinquish the court after one hour, or one and ½ hours for doubles, if other players are waiting.
   h. Organized tennis activities must have Town of Windsor approval and a use permit.
   i. During scheduled events, tennis court #1 will be left open for public play. This practice does not apply to Town of Windsor recreation programs or Town-approved community-wide events.
5. **Pat Elsbree Skate Park Use – Municipal Code 5-3-120**
   a. The Pat Elsbree Skate Park located at Hiram E. Lewis Park is open daily from 8:00 am to 5:00 pm Pacific Standard Time and 8:00 am to 7:00 pm Pacific Daylight Savings Time.
   b. Amplified sound is not permitted in the park until after 12:00 noon.
   c. While skating or skateboarding, the participant may only use those areas designated for skateboarding or related skating activities.
   d. While using the facility, the participant must use personal safety equipment comprised of at least head, knee and elbow protection.
   e. The complete skating park municipal code is available upon request.
6. **Use of Lights on Fields at Wilson Ranch Soccer Park**
   a. Lighted field use is authorized by special use permit and is subject to the hourly use fee in addition to electrical fees for the use of lights.
   b. Seven of the eight light poles will be turned off at 8:30 p.m. Pacific Standard Time and 9:30 p.m. Pacific Daylight Savings Time. The last light pole will be turned off after participants have safely left the field (approximately 8:45 PST and 9:45 PDST).
7. **Temporary Amenities**
   a. Groups renting special amenities such as children's bounce houses or portolets, must note it on their application.
   b. Companies providing the amenity must acquire approved liability insurance.
8. **Amplified Sound**
   a. Amplified sound will be permitted in Windsor Parks by special permit only. An additional fee is required for use of amplified sound.
   b. Use of amplified sound is subject to noise ordinance restrictions. Noise Ordinance: Title XVII, Zoning Article 3, Chapter 27.20

9. **Noise Level Policy**
   a. Noise that is audible within the boundaries of a given reserved area is acceptable. Radios and tape/CD players must be kept at a sound level that does not offend other park users.
10. **Alcohol Beverages Sale and Consumption**
   a. Use of Alcoholic beverages is prohibited in Windsor Parks.
   b. Town of Windsor reserves the right to limit quantities of alcoholic beverages. If the amount served exceeds amount approved, the event will be closed and all fees will be forfeited.
   c. Alcohol at organized group events may be permitted in accordance with this policy. An additional alcohol permit fee is required.
   d. Alcoholic beverages must be served in clear plastic cups and/or plastic flutes (no glass or polystyrene).
   e. The California Alcoholic Beverage Control (ABC) requirements must be followed:
      - All groups selling alcoholic beverages must conform to all ABC rules and regulations and must obtain any and all permits required by the ABC.
      - Servers must complete the ABC training.
      - Copies of all ABC permits must be submitted to the Town of Windsor for approval
   f. Liquor Liability Insurance of no less than $1,000,000 and a Town Alcohol Permit is required for the sale of alcohol.
   g. Requirements for security guards/police officers when alcohol is being served in parks are listed below.
11. **Security Guards/Police Officers**
   a. Renter may be required to provide security guards at an event. The Windsor Police Department will make a determination based on standards used by the Police Department for determining security at the event and/or activity.
   b. At an event where alcohol is being served, the number of security guards/police officers will be determined by the Windsor Police Department.
   c. In the event security guards are required, the renter shall use a security company from the list provided by the Town. The renter must provide a copy of the security contract thirty (30) days prior to the event.
   d. Windsor Police Department may require assigned police officers to an event.
   e. Renter will pay the cost of security guards and/or police officers.
   f. Security guards and/or police officers must be present at the event the entire time guests are present.
   g. Security guards and/or police officers must be in uniform and are responsible for patrolling both the inside and outside of premises.
   h. Overnight security may be required for multiple-day events.
12. **Youth Event Chaperones**
   a. Adult chaperones are required for youth activities. A list of these chaperones must be submitted to the Community Services Department at least ten (10) working days prior to event. This list must include phone numbers for all chaperones.
   b. Security guards and/or police officers may be required at renter's expense.
13. **Large Group Events**
   a. Large group events have an attendance of 500 or more participants.
   b. The Town will determine the appropriateness of large events that impact the day-to-day park usage by the general public.

c. All special events will be restricted to those areas of parks designed for group usage, except for running, bicycling, and walking events which impact a facility for a short time.
d. Groups or organizations requesting use of a park to the **exclusion of the public** will require Town Council approval. Applicants are asked to allow sixty (60) days for this process.

14. **Park or Field Closure**
    a. The Town reserves the right to restrict the use of its parks or any designated area, field or portion of its parks.
    b. Playing fields will be closed to organized group play during the rainy season to allow field rest and maintenance.
15. **Oak Trees**
    a. To help preserve oak trees, vehicles and heavy equipment are not allowed within the root zone of the trees.
16. **Concessions/Vendors**
    a. Concession vendors (food, drink or other) are permitted in the parks as part of special pre-approved event. Vendor insurance may be required.
    b. The concession facility available at Wilson Ranch Soccer Park is furnished with refrigerator and freezer, sinks, microwave ovens, storage shelving, counter space and roll-up vending window.
    c. Use of the concession facility is authorized by a special use permit only.
    d. Renter or caterer must provide all vending items and necessary supplies.
    e. Renter or caterer may bring additional temporary equipment as needed.
    f. All vending must take place from concession facility unless additional vending is specifically authorized.
    g. Concessions are subject to Sonoma County Department of Health Services requirements, website: www.sonoma-county.org/eh phone: 565-6531
    h. Town of Windsor is not responsible for loss or damage of personal property.
17. **Storage Containers**
    a. The Community Services Department authorizes approval for placement of locked storage containers on a park site.
    b. An application requesting the placement of a storage container on a park site must be completed. An amenity fee will be charged for each container.
18. **Limited Park Activity**
    a. Golf is not allowed in Town parks.
    b. Archery is permitted in Town parks with prior written approval.
    c. Livestock is permitted on Town with a special use permit.
19. **Animals**
    a. Dogs, cats and other animals are required to be on a maximum 6' leash at all times (Municipal Code 5-1-215)
    b. Dogs can be off leashes within the confines of the Pleasant Oak Park Dog Park (Municipal Code 5-1-215)
    c. Dog owners are required to clean up after their dogs. Doggie bag stations are located in many of the parks.
20. **Glass Containers**
    a. Glass containers are not allowed in Town parks.
21. **Private Equipment**
    a. Shade covers and/or shade tents are allowed. Stakes over 8" in length may not be driven in the ground.
    b. Personal barbecue stoves are not allowed in Windsor Parks.

22. **Banners at Exchange Bank**
    a. Banners advertising events for non-profit organizations can be placed at the Exchange Bank for two-week periods.
    b. A banner application must be completed and approved by the Community Services Department. This is on a first-come, first serve basis.
    c. The Community Services Department is responsible for the hanging and removal of the banner for the scheduled time.
    d. There is a banner fee which is non-refundable. The payment must accompany the application.
    e. The banner must adhere to the requirements in terms of size and durability. The Town is not responsible for damaged banners.

C. **Fee Schedule Categories**
    1. **Resident Non-Profit**
        a. Resident non-profit organizations are organizations which have an IRS Code 501(c) determination letter.
        b. Resident non-profit organizations receive a discount when the organization has a membership of at least 60% Windsor residents and a Windsor address.
        c. Government agencies (city, county, state and federal) fall under this classification for the purpose of determining rates and fees.
    2. **Resident Private/Business**
        a. Applicant lives within the Town of Windsor limits with a zip code of 95492.
        b. Proof of residency in the form of a current utility bill is required.
        c. Admission can not be charged at an event.
    3. **Non-Resident Private/Business/Non-Profit:**
        a. Applicant does not live within Town of Windsor limits.
        b. There is no admission is charged at the event.
        c. Organizations must have an IRS Code 501(c) determination letter.

D. **Fee Schedule**
    1. **Application Fee**
        a. A non-refundable application fee of **$37.00** is due upon submittal of Park Use application.

Individual and Group Events
Below are the park use permit fees assessed to groups or individuals for the use of a group picnic area or a portion of a park or park amenity for the following activities: **private parties, family reunions, weddings, receptions, and non-profit organizations.**

Attendance	Resident Non-Profit Use Permit	Resident Private/Business Use Permit	Non-Resident Business/Private/Non-Profit Use Permit	Cleaning/Damage Security Deposit
25-50	$141	$157	$173	$100
51-150	$210	$233	$256	$100
151-250	$291	$323	$355	$200
251-500	$401	$445	$490	$200
501 & Over	$573	$637	$701	*

Non-profit Youth Sports Organizations
Non-profit groups that offer youth sports activities (through high school age) shall be assessed a per participant fee, per sport season. A Park Use Application for each field, court and/or park use is

required. Each special event, such as "Opening Day," "Tournaments" etc. will require a separate Park Use Application.

Category	Resident Per Participant	Non-Resident Per Participant
Non-Profit Youth Sport Organizations – per sport season	$10	$11

Adult Athletics
Adult sport activities (18 years and older) shall be assessed a Park Use Permit fee based on number of players and audience in attendance, a field use fee and a refundable deposit.

Category	Resident Per Hour Per Field	Non-Resident Per Hour Per Field	Cleaning/Damage Security Deposit
Adult Athletics	$30	$33	Determined on a case by case basis

*Damage/cleaning deposit for 500 persons or over and for running, bicycling, etc., events of 100 participants or more shall be assessed on a case-by-case basis, with a minimum refundable deposit of $200.

Wilson Ranch Soccer Park Field Lights
(Light usage fees are in addition to field usage fees)

Category	Resident Per Event	Non-Resident Per Event	Electricity Charges Per Hour
Non-Profit Organization	$28	$35	$22
Private	$32	$35	$22
Business	$32	$35	$22

Concession - Wilson Ranch Soccer Park

Category	Resident Per Hour	Non-Resident Per Hour
Non-Profit Organization	$28	$35
Business	$32	$35

Additional Fees

Category	Daily Fee	Cleaning/Damage Security Deposit
Alcohol Use	$97	Additional $100
Amplified Sound	$28	
Temporary Amenity	$49	
Vendor/Concessionaire	$28	
Facility Attendant	$27	
Transfer Fee	$24/per request	
Banner Permit (Exchange Bank)	$68/per banner period	
*Storage Container Fee	$49	

* These fees will be assessed in addition to our regular permit fees when required.

Facility Attendant

Event attendance in excess of 100 people requires that a facility attendant be on duty during the event. The renter will be charged at the rate of $27.00. The Facility Attendant is authorized to close an event for failure to comply with Town of Windsor Park Regulations and General Terms and Conditions.

Adopted by Town council	April 1, 1998
Policy amended	October 3, 2001
Policy Amended	August 21, 2002
Fees Adjusted	July 1, 2003
Fees Adjusted	July 1, 2004

IV. TOWN GREEN

A. Introduction and Town Green Description

1. The Town of Windsor, California, was incorporated in 1992. From the time of inception, the Town Council and staff shared a vision of developing available open space located adjacent to the Town's Civic Center and newly renovated Old Downtown Business District. As the "Heart of the Community", the Windsor Town Green was designed and built in 2001 to accommodate recreational experiences and community events that strengthen community image and sense of place while supporting economic development.
2. The 4.5 acre park is a central gathering place for the community and features an open turf area that serves as a seating area for the community to enjoy live concerts, movies and other public events. Other park design features include an arbor, main stage, covered pavilions, playground, a plum tree orchard, heritage oak grove, a tree-lined bosque area, fountain reflecting pools and a historical time-line walk. This park is serviced with recycled water.
3. The Town Green Use Permit will identify the area(s) reserved, the approved uses and any specific requirements. The use permit will be issued following the submittal and approval of a completed application, including insurance documents and payment of fees.

B. Town Green Designated Areas:

1. Shade Tree Bosque area accommodates seventy-eight (78) 10 x 10 booths for food, beverages and other vendors.
2. West Lawn accommodates seventy-three (73) 10 x 10 booths for non-food/beverages vendors.
3. Arbor area (between the North Pavilion and the Sparks Veterans Memorial Stage and between the East Pavilion and the Bandstand) accommodates fourteen (14) 10 x 10 booths for food, beverage and other vendors.
4. East and North Pavilions are each 17 feet by 17 feet and can accommodate food, beverage and other vendors.
5. The Sparks Memorial Stage is 40 x 24 feet for performances or food/beverage and other vendors.
6. The Central Pavilion is 12 feet by 12 feet for food, beverage and other vendors.
7. The South Lawn is not available for food or other vendors. Other uses may be considered in conjunction with use permit
8. The Oak Grove and west of walkway is an Open Space District area and is not available for rent.

C. **Town Green Use Regulations**

1. **Town Green Use Permits**
   a. Town Green permits are issued for the following:
      - Non-profit organizations only
      - Use of all Town Green designated areas for gatherings of 25 or more people. (Municipal Code 5-2-105)
      - Use of electricity or amplified sound is used
      - Events serving alcohol
      - Delivery and/or installation of temporary park amenities
2. **Rental Hours**
   a. Town of Windsor parks are open seven days a week, year-round from sunrise to sunset.
   b. All unreserved areas remain open to the public at all times during park hours.
   c. The Town Green may be rented up to 36 hours including set-up and clean-up.
   d. Events longer than one day will be considered in accordance with this policy. Town will require overnight security to be provided and paid for by the renter.
3. **Scheduling**
   a. If the Town establishes an annual application deadline, resident non-profit organizations will receive preference for Town Green use.
   b. Town reserves the right to deny use of the Town Green based on turf conditions and frequency of use.
4. **Street Closures**
   a. Duvander and Bell Street may be closed to through traffic with approval of the Community Services Department.
   b. A separate application and street closure fee is associated with the closure of these streets.
   c. Designated Barricades and street closure signs will be coordinated by Community Services staff.
5. **Alcohol Beverages Sale and Consumption**
   a. The service or sale of alcohol is authorized in accordance with this policy.
      - The California Alcoholic Beverage Control (ABC) requirements must be followed.
      - All groups selling alcoholic beverages must conform to all ABC rules and regulations and must obtain any and all permits required by the ABC.
      - Servers must complete the ABC training.
      - Copies of all ABC permits must be submitted to the Town of Windsor for approval
   b. Liquor Liability Insurance of no less than $1,000,000 and a Town Alcohol Permit is required for sale of alcohol.
   c. Alcoholic beverages must be served in clear plastic cups and/or plastic flutes (no glass or polystyrene).
   d. Commemorative glassware will be considered on a case-by-case basis.
   e. Advertisement (banner, flyers etc.) recognizing businesses that have sponsored the provision of beverages to non-profit organizations for Town Green events shall be preapproved.
   f. Requirements for security guards/police officers when alcohol is being served on Town Green below

6. **Security Guards/Police Officers**
   a. Renter may be required to provide security guards at an event. The Windsor Police Department will make a determination based on Police Department standards for security at such event and/or activity.
   b. At an event where alcohol is being served, the number of security guards/police officers will be determined by the Windsor Police Department.
   c. In the event security guards are required, the renter shall use a security company from the list provided by the Town. The renter must provide a copy of the security contract thirty (30) days prior to the event.
   d. Windsor Police Department may require assigned police officers to an event.
   e. Renter will pay the cost of security guards and/or police officers.
   f. Security guards and/or police officers must be present at the event the entire time guests are present.
   g. Security guards and/or police officers must be in uniform and are responsible for patrolling both the inside and outside of premises.
   h. Overnight security may be required for multiple-day events.
7. **Youth Event Chaperones**
   a. Adult chaperones are required for youth activities. A list of these chaperones must be submitted to the Community Services Department at least ten (10) working days prior to event. This list must include phone numbers for all chaperones.
   b. Security guards and/or police officers may be required at renter's expense.
8. **Vendors/Concessions**
   a. Caterers and food vendors must have a Sonoma County Food Health Permit and comply with County Health Department regulations. Sonoma County Department of Health Services: website: www.sonoma-county.org/eh phone: 565-6531
   b. Food must be served in recyclable products (no polystyrene or glass containers).
   c. Recycling of food and beverage containers is highly desirable and recycling and trash containers are provided in the park.
   d. No concession vendors (food, drink or other) are permitted without prior written approval by the Town of Windsor. Appropriate insurance requirements and other permits may be required.
   e. Vendors may be subject to an additional use fee if the vending incurs additional Town staff time or cost.
   f. Plywood, carpeting, "Astroturf" or other similar solid flooring material shall not be used in tents or booths on Town Green lawns. Vendors shall use turf protection methods such as "Gridmat" or an equivalent open-holed plastic.
9. **Vendor Parking**
   a. After unloading in designated areas, vendors may park in the Civic Center parking lot on the north side of Building 400.
   b. Vendor parking is not permitted in the Gymnasium lot.

10. **Amplified Sound**
   a. Amplified sound will be permitted by special permit only and shall cease by 9:00 PM. An additional fee is required for use of amplified sound.
   b. Use of amplified sound is subject to noise ordinance restrictions. Noise Ordinance: Title XVII, Zoning Article 3, Chapter 27.20
11. **Advertisement**

a. Advertising, including banners and print media, acknowledging permitted non-profit organizations and their sponsors may be placed in designated locations during an approved event on the Town Green.
b. Designated locations for the placement of banners include the Pavilions (central, east and west), Lawn and the Bandstand in accordance to Town guidelines.
c. Flyers and other print media may only be displayed on tables. Direct solicitation on the Town Green is prohibited in accordance with the Municipal Code 5-1-260.
d. Renters are encouraged to discuss the proposed type, size and location of advertising materials with Town staff prior to submittal of an application.
e. The type, size and location of advertising materials shall be disclosed in the application.
f. In an effort to reduce visual clutter, litter, and to maintain the aesthetic appeal of the Town Green, a maximum of six (6) banners may be placed on the Town Green in designated locations. Additional banners may be approved at the discretion of the Town staff.
g. All advertising materials for the event is subject to review and approval by Town staff as part of the application process prior to the event.
h. Any non-approved forms of advertising are subject to removal by Town staff.

12. **Fundraising Activities**
    a. Non-profit organizations that have obtained a Town Green use permit may conduct fundraising activities on the Town Green in conjunction with their permitted event.
    b. All proposed fundraising activities shall be disclosed in the application to be reviewed and approved by Town staff as part of the application process prior to the event.
    c. All fundraising activities proposed as part of an event on the Town Green shall be for the benefit of non-profit organizations.
13. **Public Parking**
    a. There are 86 perimeter, on-street parking spaces surrounding the Town Green.
    b. There are 141 public parking spaces available at the adjoining Civic Center, which are available on a "first-come, first-served" basis.
    c. Additional parking may be permitted in the Windsor Vineyards parking lot. This will require review and approval during the use permit process.
    d. There are 16 accessible parking spaces on the streets surrounding the Town Green.
14. **Public Restrooms**
    a. Public restrooms are available on the exterior of the Huerta Gymnasium.
    b. Public restrooms at the Windsor Library are not available for Town Green events.
    c. Portalets may be required at the renter's expense. If portable toilets are required, they will be located near the Huerta Gymnasium and pre-approved through the Community Services Department.

15. **Trash and Recycling**
    a. During an event, trash receptacles should be serviced as needed and liners replaced.
    b. If additional dumpsters are required, they should be positioned near the Huerta Gymnasium in a designated area.

c. Recycling is highly encouraged and recycling receptacles are available for the renters use.

16. **Animals**
    a. Dogs, cats and other animals are required to be on a maximum 6' leash at all times (Municipal Code 5-1-215)
    b. Dogs can be off leashes within the confines of the Pleasant Oak Park Dog Park (Municipal Code 5-1-215)
    c. Dog owners are required to clean up after their dogs. Doggie bag stations are located in many of the parks.
17. **Fountain and Reflecting Pool**
    a. The fountain and reflecting pool are not intended for wading, swimming or bathing for people or animals. The water is chemically treated, but non-potable.
18. **Private Equipment**
    a. Shade covers and/or shade tents are allowed. Stakes over 8" in length may not be driven into the ground.
    b. Personal barbecue stoves are not allowed in Windsor Parks.
19. **Electric Service**
    a. Electric service is available as part of the rental of the Town Green. Electricity will only be provided to the rental area(s) identified in the use permit. Electrical service outlets are available in the following locations on the Town Green:
    b. Bandstand: Three 110-outlets and one 220-service outlet
    c. East and West Pavilions: Three 110-outlets and one 220-service outlet
    d. Central Pavilion: Four 110-outlets
    e. Shade Tree Bosque Area: Twelve 110-outlets
    f. Town Holiday Tree: One 110-outlet
    g. Street side of water elements: Five 110-outlets
    h. Main Service: One 50-amp 110-service outlet
20. **Water Service**
    a. Water service is provided to the Town Green.
    b. Water services located on the Town Green include the following:
        - Potable Water: Two drinking fountains available in Town Green located at corner of McClelland Dr. and Bell St. and located near Oak grove and plum orchard
        - Hose Bibs: Three-freshwater hose bibs in Town Green located on the library side of the arbor by East, Central and West Pavilions.
        - Recycled Water: recycled water (tertiary treated) is used on all landscaping. The recycled water system is identified with purple piping. Connections or use of the recycled water system are not allowed.
        - Grey Water Disposal: A grey-water disposal site is located in the sidewalk near the East Pavilion. A facility attendant will open up the drain if a need has been indicated on the Use Permit. Only wastewater may be dumped into the system.

D. **Fee Schedule Category**
1. **Non-Profit Organizations**
    a. Only resident and non resident non-profit organizations may rent the Town Green.
    b. Resident and non-residents have an IRS Code 501(c) determination letter.

c. Government agencies (city, county, state and federal) fall under this classification for the purpose of determining rates and fees.

E. **Fee Schedule**

Fees for Town Green events are based on a combination of a fixed amount for the rental of all or a portion of the Town Green, various permit fees, a maintenance fee based on the length of the event, and a cleaning fee.

F. **Fee Waiver Policy**

It is the Town's policy for Facilities, Park or Town Green fee waiver requests be submitted by not-for-profit organizations in the form of a grant application to the Town Council as part of the Town Grant Funding Program administered by the Community Services Department. Applications, criteria and guidelines are available annually in March with an application deadline in April and grant awards made in May each year for programs or projects executed in the following fiscal year.

Fee waiver requests made outside of the Town Grant Funding schedule will be considered on a case-by-case basis, at the full discretion of the Town Council. A factor that will determine the rate of a fee waiver will be based on available funding (General Fund) at the time of the request.

Application, Deposit and Rental Fees

Category	Daily Fee	Cleaning/Damage Security Deposit
Application fee (non-refundable)	$33	$1500
Town of Windsor Alcohol Permit	$87	
Amplified Sound Permit	$25	
Shade Tree Bosque use	$187	
Lawn use	$187	
Arbor and Pavilions use	$187	

Maintenance Fees

Event Duration Category	Daily Fee
Up to 12 hours	$81
12-24 hours	$161
24-36 hours	$268
37 to 48 hours	$430
49 hours or more	$644

Road Closures with Parking Signs/Parking Lot Closures

Category	Resident Per Event Non-Profit	Resident Per Event Business	Non-Resident Per Event Business/Non-Profit
Library Parking Lot use	$141	$157	$173
Huerta Gym Parking Lot use	$141	$157	$173
Duvander Lane Closure	$141	$157	$173
Bell Road Closure	$141	$157	$173

Event Booth Fees

Category	Resident Per Event Non-Profit	Resident Per Event Business	Non-Resident Per Event Business/Non-Profit
Event Booth	$83	$92	$101

Additional Fees

Category	Daily Fee	Cleaning/Damage Security Deposit
Transfer Fee	$24/per request	
Electrical Fee for Huerta Gym	18 cents/kilowatt per hour	

Facility Attendant Fees

Category	Per Hour
Facility Attendant	$27

Facility Attendant Fee Information

Rental of the Town Green requires that a facility attendant be on duty during the event. The user will be charged at the rate of $27 per hour for this service. The Facility Attendant is authorized to close an event for failure to comply with Town of Windsor Town Green Use and Reservation Policies.

Adopted by Town Council June 20, 2001
Fees Adjusted July 1, 2004

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