TOWN OF
WINDSOR

Parks and Recreation 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 October 2, 2013

Creating Community through People, Parks, and Program

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The Parks and Recreation 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 Parks and Recreation Department at 707-838-1260, or in person at the Parks and Recreation Office, 9291 Old Redwood Highway, Building 300D, Windsor Monday – Thursday, 7:00a.m.-6:00p.m., or on the Town's website: www.townofwindsor.com. Completed applications with the deposit and 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 accepted and valid upon the following:

1. Completion of Town application.
2. Deposit and the application fee submitted to the Parks and Recreation 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, American Express, Discover Card, 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 / rental use contract in accordance with the policies contained herein, and only upon the return of a completed application, the deposit and a non-refundable application fee. The Town reserves the right to cancel any permit / rental use contract.

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 Parks and Recreation 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.
5. Town facilities that are rented for public events are subject to "free speech" participants. Renters should be familiar with laws that provide individuals and/or groups with the protected right to speak or express themselves freely in public. Section I, Q, 1 (Page 6) of this policy provides definitions and guidelines that will assist renters to be prepared to accommodate any "free speech" request or onset that may present itself.

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, whichever 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 to page 28 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 thirty (30) days prior to event.
2. Minimum coverage required is $1,000,000 in general liability pending determination of risk by the Town's Risk Manager. Vendors that are participating in an event, such as caterers, decorators and/or security companies will be required to carry the minimum required insurance designated by the Town of Windsor.
3. For insurance information on alcohol sales and consumption, refer to individual policies in this document - Facilities: pg. 9, Parks: pg. 19, Town Green: pg. 26

K. **Security Guards and Chaperones**

1. For security regulations and requirements, refer to the individual policies in the document - Facilities: pg. 10, Parks: pg. 19, Town Green: pg. 27

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. 9, Parks: pg. 19, Town Green: pg. 26

N. **Failure to Comply**

1. Failure to comply with the General Terms and Conditions may be cause for cancellation of the use permit / rental use contract 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 / Rental Use Contract Revocation or Denial**

1. The Town of Windsor reserves the right to revoke or withhold use permits / rental use contracts 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 Parks and Recreation 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:
   - Recreation Division Manager
   - Parks and Recreation Director
   - Town Manager

2. No appeal will be valid until it has been submitted and considered in the above-listed order.

Q. **Accommodations for Freedom of Speech**

1. **Free Speech**
   a. Event organizers should be prepared to accommodate individuals and/or groups that wish to speak or express themselves freely in public.

Definition per Wikipedia

Freedom of speech is the freedom to speak freely without censorship. The term **freedom of expression** is sometimes used synonymously, but includes any act of seeking, receiving and imparting information or ideas, regardless of the medium used. In practice, the right to freedom of speech is not absolute in any country and the right is commonly subject to limitations, such as on libel, slander, obscenity, incitement to commit a crime, etc.
The right to freedom of expression is recognized as a human right under Article 19 of the Universal Declaration of Human Rights and recognized in international human rights law in the International Covenant on Civil and Political Rights (ICCPR). Article 19 of the ICCPR states that "[e]everyone shall have the right to hold opinions without interference" and "everyone shall have the right to freedom of expression; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of his choice". Article 19 goes on to say that the exercise of these rights carries "special duties and responsibilities" and may "therefore be subject to certain restrictions" when necessary "[f]or respect of the rights or reputation of others" or "[f]or the protection of national security or of public order (order public), or of public health or morals".[1][2]

"Freedom of speech in the United States is protected by the First Amendment to the United States Constitution and by many state constitutions and state and federal laws, with the exception of obscenity, defamation, incitement to riot, and fighting words, as well as harassment, privileged communications, trade secrets, classified material, copyright, patents, military conduct, commercial speech such as advertising, and time, place and manner restrictions."

   b. Event organizers should approach those invoking their right to speak or express themselves freely in a polite manner, encouraging them to utilize a designated area for the purpose of "free speech." While a recommended area is located in the Bosque next to the Rainbow Snoopy statue, event organizers may propose an alternative location due to varying event layouts.
   c. Organizers should be aware that a speaker or speakers may prefer a different location and have the right to position themselves where they want. In the spirit of cooperation, it is recommended that the event organizers "work with" the speakers to find a mutually agreed upon location.
   d. Speakers may not violate Town Policies related to solicitation. See Section IV, C, 13, c. (Page 28)
   e. Speakers may not violate the following Section 5-5-245 of the Town's Municipal Code:

"No person shall use threatening, abusive, boisterous, insulting or indecent language or make indecent gestures in the park, nor shall any person conduct or participate in a disorderly assemblage."

f. If those participating in "free speech" violate the above regulations or interfere, event organizers are encouraged to contact the Windsor Police for assistance.

R. **Electronic Banner Display Program Policy**

The Town of Windsor E-banner display at Exchange Bank is intended to serve as a limited public forum for non-commercial messages in accordance with this E-banner Display Policy.

1. E-banner display program is offered to non-profit organizations holding a 501(c) (3) status.
2. E-banners are displayed to publicize local cultural, recreational, educational, and social services, programs or other special events open to the general public that are of interest to the Town of Windsor and its residents.
3. The Town of Windsor reserves the right to decline an application that does not meet the stated intent and criteria of this E-banner Display Policy.
4. Applications are considered on a first-come, first-served basis.
5. One slide is limited to four lines of 20 characters, including spaces, to create a clear and concise message.
6. Display period options: 1-2 weeks, 3-4 weeks: from Monday to Sunday.
7. The application fee is $76 for up to the first 2 weeks of display and is due upon receipt of the E-banner application.
8. Approved E-banners may be displayed for up to twenty-eight (28) continuous days, from Monday to Sunday.
9. For an additional consecutive slide pertaining to the first message slide, an additional fee of $76 will be charged.
10. An additional 2-week posting with a maximum of 4 weeks is acceptable, also with an additional fee of $76.
11. Applications may be submitted up to twelve (12) months before the scheduled event, program, or service and no less than fourteen (14) days prior to the requested scheduled date. Banner applications submitted less than fourteen (14) days prior to the posting date will not be accepted. No exceptions will be made to this regulation.
12. E-banners containing a website address will require a copy of website information submitted with the application.
13. Information about the event displayed on the banner may be placed on the Parks and Recreation Calendar of the Town of Windsor or Windsor Chamber of Commerce websites at the discretion of either party.
14. A maximum of ten (10) single banner messages can be displayed at one time. This may include five "paid" application banner messages, four (4) Town or "co-sponsored" messages and one (1) internal message for important last-minute Town or emergency postings.
15. The following agencies are considered co-sponsors or partners with the Town of Windsor and therefore are not required to pay the application fee: Windsor Unified School District, Windsor Library, Windsor Garden Club, County of Sonoma, Fire District, Sonoma County Animal Control (via Police Department) and the Parks and Recreation Foundation (via Parks and Recreation Department).
16. Final approval of an application or co-sponsor/partner designation of applicant is made at the discretion of the Town Manager or designee (Parks and Recreation Director).

17. In the event of more requests than allowable banner messages, the Town reserves the right to determine first priority of displays.

II. FACILITIES

A. Introduction and Facility Descriptions

The Town facilities described below are available for rental to individuals and organizations. The Community Center, Huerta Gymnasium and Bluebird Center may accommodate large events such as wedding receptions, anniversary parties, birthday parties, and other special occasions. The Senior Recreation 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 180 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.
- 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

BLUEBIRD CENTER (2,400 square feet)
15 Bluebird Drive, Windsor, CA 95492

- Meeting room capacity: 168 people assembly or 96 people dining.

WINDSOR SENIOR RECREATION 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 Recreation 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.

- **Bluebird Center**

Monday – Friday: subject to availability Sat – Sun: 7:00 a.m. – 11:00 p.m.

B. **Facility Use Regulations**

1. **Administrative Responsibility**
   a. The Parks and Recreation Department authorizes and administers the rental of the Community Center, the Huerta Gymnasium, the Bluebird Center, and the Senior Recreation 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. Events at the Community Center, Huerta Gym or Bluebird Center must end at 11:00p.m., with clean-up ending by 12:00a.m. (Midnight). Events at the Senior Recreation Center must end no later than 8:30p.m. with clean-up ending by 9:30p.m. (unless permitted until 10:00p.m.)
   c. Renter or designated contact person 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 Parks and Recreation 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 (Beer and Wine Only)**
   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. Alcohol limits: one (1) keg of beer per one hundred (100) adults. Wine/Champagne is one (1) bottle per two (2) adults.
   d. Alcoholic beverages must be served in clear plastic cups and/or plastic flutes (no glass or polystyrene).
   e. Beer kegs must be placed on rubber mats to avoid damage to floor.
   f. 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.

g. Liquor Liability Insurance of no less than $1,000,000 and a Town Alcohol Permit are required.
h. 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 Parks and Recreation 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 valid licensed security company. The renter must provide a copy of the security contract thirty (30) days prior to the event.
   d. Windsor Parks and Recreation 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 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 Parks and Recreation 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 $40 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. **Decorations**
   a. No staples, tacks or nails are allowed on the walls or other fixtures.
   b. No fog machines.
   c. All set-up and take down of decorations are the responsibility of the renter.
   d. Decorations may only be attached with drafting tape.
   e. Helium balloons must be anchored and removed after event.
   f. Use of lit candles must be pre-approved by Parks and Recreation Department.
   g. Some decorations may require fire-proofing.

9. **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. Rentals lasting 4 or more hours with 100 people or more in attendance will incur an additional cleaning fee of $117.
   c. Should additional cleaning be required after use, funds will be taken from the security deposit at a rate of $117/per hour. If the charge for the required cleaning exceeds security deposit, the renter will be billed the balance.

10. **Facility Attendant**
    a. A Town facility attendant will be on duty during all events.
    b. At the discretion of the Parks and Recreation Department, a second facility attendant may be required at the rate of $45 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.

11. **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.

12. **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

13. **Parking**
    a. Parking is available on site at each facility.
    b. Parking regulations must be followed at all times.

14. **Senior Recreation Center Exceptions**

a. Restricted use of this facility is pursuant to the Windsor Senior Recreation Center Agreement.
b. Prerecorded music or a public announcement system is allowed at the Windsor Senior Recreation 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 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 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 **$61** is due upon submittal of Facility Use Application.
2. **Kitchen Use Fees**
   a. 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 Recreation 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	$500	$59 non-refundable
Non-Profit Organizations	$100	$300	$59 non-refundable

Hourly Rental Fees
Windsor Community Center

Category	Elsbree Hall	Renee Room	Els./Ren Rooms	Kitchen with Facility Rental
Resident Non-Profit	$116	$95	$126	$247 flat fee
Resident Private/Business	$129	$106	$141	$275 flat fee
Non-Resident Private/Business/Non-Profit	$143	$116	$154	$303 flat fee

Huerta Gymnasium

Category	Gymnasium	Kitchen w/ Facility Rental
Resident Non-Profit	$126	$259 flat fee
Resident Private/Business	$141	$287 flat fee
Non-Resident Private/Business/Non-Profit	$154	$315 flat fee

Windsor Senior Recreation Center

Category	Large Room	Small Room	Kitchen with Facility
Resident Non-Profit	$85	$72	$120 flat fee
Resident Private/Business	$95	$83	$138 flat fee
Non-Resident Private/Business/Non-Profit	$103	$91	$151 flat fee

Windsor Senior Recreation Center Outdoor Picnic Area

Category	Hourly Fee
Resident Non-Profit	$60
Resident Private/Business	$66
Non-Resident Private/Business/Non-Profit	$73

*

Bluebird Center

Category	Large Room
Resident Non-Profit	$85
Resident Private/Business	$95
Non-Resident Private/Business/Non-Profit	$103

Council Chamber Rental Fee

Category	Hourly Fee
Resident Non-Profit	$75
Resident Business	$83
Non-Resident Business/Non-Profit	$91

Additional Fees

Category	Fee
Event Rehearsal Fee	$77/per hour
Transfer Fee	$40/per request
Custodial Staff Cleaning Fee (4 or more hours with 100 or more people)	$117/flat fee
*Facility Attendant Fee	$45/per hour

*Facility attendant fees will be charged in the event added staff is required for an event.

Adopted by the Town of Windsor Town Council November 17, 1999
Policy Amended: June 12, 2003
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Fees Adjustment: July 01, 2024
Fees Adjustment: July 17, 2025
Fees Adjustment: July 01, 2026

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, small picnic area and barbeque stoves.

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, 4 "multi use" baseball/softball fields, 1 regulation hardball field, play area for children 5 to 12 years of age, walking trails, 15 picnic sites with barbecue stoves, electrical outlets, storage facility, concession stand 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)
431 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.

DAVID SMITH MEMORIAL 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 and Permits**
   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/water
      - 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:
      - Town of Windsor Recreation Division programs
      - 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 and Permits**
   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 of special events and the issuance of *Special Event and Park Use Permit* by the Parks and Recreation 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 Parks and Recreation Department at 838-1260 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 and Pickleball are the ONLY permitted activity on the courts.
   c. Only tennis and pickleball 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 (Beer and Wine only)**
    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 limits: one (1) keg of beer per one hundred (100) adults. Wine/Champagne is one (1) bottle per two (2) adults.
    d. Alcohol at organized group events may be permitted in accordance with this policy. An additional alcohol permit fee is required.
    e. Alcoholic beverages must be served in clear plastic cups and/or plastic flutes (no glass or polystyrene).
    f. 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.
    g. Liquor Liability Insurance of no less than $1,000,000 and a Town Alcohol Permit is required for the sale of alcohol.
    h. 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 Parks and Recreation 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 Parks and Recreation Department.
    c. In the event security guards are required, the renter shall use a valid licensed security company. The renter must provide a copy of the security contract thirty (30) days prior to the event.

d. Windsor Parks and Recreation 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 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 Parks and Recreation 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. Large group events are classified into 3 tiers by attendance: 501 to 1,000 / 1,001 to 3,000 / 3,001 and over.
    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 ninety (90) 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 will be required.
    b. The concession facility available at Keiser Park is furnished with refrigerator and freezer, sinks, microwave ovens, counter space and vending window. Pre-packaged items only can be sold at Wilson Ranch Soccer Park and the Hiram Lewis Park concession facility.
    c. Use of the concession facility is authorized by a special use permit only.
    d. Renter or vendor must provide all vending items and necessary supplies.
    e. Renter or vendor 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 Parks and Recreation Department authorizes approval for placement of locked storage containers on a park site.
    b. There are two 10' x 20' storage units available for non-profit group rental at Keiser Park along with two 4' x 6' storage boxes at Hiram Lewis Park.
    c. An application requesting the placement of a storage container on a park site must be completed. A $81 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 property 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 Dog Parks at Keiser Park and Pleasant Oak 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, up to 10' x 20' in size. Sandbags or weights should be used for weighing down. Staking into the ground is not allowed unless pre-approved.
    b. Personal barbecue stoves are not allowed in Windsor Parks.

C. **Athletic Field Use Guidelines**

The scheduling of the Athletic Fields will be based on the following guidelines, by priority of group classification:

Group

1. Priority I: Town programs, park maintenance, and Town sponsored or co-sponsored events.
2. Priority II: Windsor resident, youth, non-selective teams, non-profit organizations or leagues
3. Priority III: Windsor, youth, selective teams, organizations or leagues where 75% or more of the participants are residents. Includes Windsor unified School District athletic programs.
4. Priority IV: Windsor, youth, selective membership, organizations or leagues where 51% or more of the participants are residents.
5. Priority V: Windsor resident, adult, non-selective teams, organizations or league.
6. Priority VI: Windsor resident, adult, selective teams, organizations or leagues.
7. Priority VII: Non-Windsor resident, non-profit organizations (less than 51% residents).
8. Priority VIII: For-profit youth sports events.
9. Priority IX: For-profit adult sports events.
10. Priority X: Organizations that have previously violated the terms of the field use policy.

Definition: Windsor resident organization shall consist of 90% or more resident participants.

Scheduling Formula:

This formula will be used to resolve a discrepancy between two (or more) organizations in the same priority group that request use of the same athletic field simultaneously, cannot work out a "sharing arrangement" between the organizations respectively.

Fields will be allocated based on each organization's percentage of the total number of participants combined in all the organizations applying for athletic field use. An organization's "percentage of field use" will be determined by dividing the total number of participants in each organization by the total combined number of participants in all the organizations. Only participants of the organization that would be scheduled to use the athletic field in question will be considered in this formula.

The application of this formula shall be administered by the Recreation Division Manager.

Example:
Baseball group A has 750 Windsor residents.
Baseball group B has 900 Windsor residents.

Total Windsor residents in both organization is 1,650.

750 divided by 1,650 equals Group A would receive 45% of the field time.
900 divided by 1,650 equals Group B would receive 55% of the field time.

D. **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 cannot 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.

E. **Fee Schedule**
   1. **Application Fee**
      a. A non-refundable application fee of **$61** is due upon submittal of Park Use application.

Group Event Permit Fees
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, tournaments, opening day ceremonies, and sporting events, camps, etc.** Each special event, such as "Opening Day," "Tournaments" etc. will require a separate Park Use Application.

Attendance	Resident Non-Profit Use Permit	Resident Private/Business Use Permit	Non-Resident Business/Private/ Non-Profit Use Permit	Cleaning/Damage Security Deposit	
				No Alcohol Served	Alcohol Served
25-50	$146	$163	$179	$100	$200
51-150	$217	$242	$265	$100	$200
151-250	$483	$536	$589	$200	$200
251-500	$665	$738	$812	$200	$200
501-1,000	$950	$1,056	$1,162	$500 min case by case	
1,001-3,000	$1,364	$1,520	$1,672	$500 min case by case	
3,001 & over	$2,088	$2,325	$2,558	$500 min case by case	

Non-profit Youth Sports Organization Fees
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.

Category	Resident Per Participant	Non-Resident Per Participant
Non-Profit Youth Sport Organizations – per sport season	$17	$18

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. Additional fees for lining of field(s) apply as needed.

Category	Resident Per Hour Per Field	Non-Resident Per Hour Per Field	Cleaning/Damage Security Deposit
Adult Athletics	$50	$55	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, minimum refundable deposit of $500.

Wilson Ranch Soccer Park Field Light Fees
(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	$46	$58	$37
Private	$53	$58	$37
Business	$53	$58	$37

Concession - Wilson Ranch Soccer Park

Category	Resident Per Hour	Non-Resident Per Hour
Non-Profit Organization	$14	$17
Private/Business	$16	$17

Additional Fees

Category	Fees	Cleaning/Damage Security Deposit
Alcohol Use	$161/per event	Additional $100
Amplified Sound	$46/per event	
Temporary Amenity	$81/per event	
Vendor/Concessionaire	$81/per event	
Sport Field Lining Fee	$155/per field	
Transfer Fee	$40/per request	
Electronic Banner Permit	$76/per banner period	
Additional Field Mowing	$282/per application	

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

Keiser Park Storage Units

Category	Monthly Rate	Annual Rate
Non-Profit Organization	$102	$944

Storage Boxes / Container Placement Fee
A storage container fee of $81 will be charged to user group per storage period, per storage site. User groups will be required to complete an application, if approved a permit will be issued.

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 an hourly rate of $45. The Facility Attendant is authorized to close an event for failure to comply with Town of Windsor Park Regulations and General Terms and Conditions.

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IV. TOWN GREEN
701 McClelland Drive, Windsor, CA 95492

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 4.5acre 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. Events may not have a "start" time prior to 8:00 a.m. Set up of events may begin at, but not prior to 7:00 a.m.
   c. All unreserved areas remain open to the public at all times during park hours.
   d. The Town Green may be rented up to 36 hours including set-up and clean-up.
   e. 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. **Ordinance Posting**
   a. Event Organizers will be required to place out ordinance signs at all events. These signs will be provided by Town staff along with direction on their appropriate positioning.
5. **Road/Parking Lot Closures**
   a. Duvander Lane, Market Street, Emily Rose Court, Huerta Gymnasium Parking Lot, and Library Parking Lot may be closed to through traffic with approval of the Parks and Recreation Department.
   b. A street closure fee is associated with the closure of these streets.
   c. Designated Barricades and street closure signs will be coordinated by Parks and Recreation staff.
6. **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), or cups pre-approved by Parks and Recreation Department.
   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.

7. **Security Guards/Police Officers**
   a. Renter may be required to provide security guards at an event. The Windsor Parks and Recreation Department will make a determination based on 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 Parks and Recreation Department.
   c. In the event security guards are required, the renter shall use a valid licensed security company. The renter must provide a copy of the security contract thirty (30) days prior to the event.
   d. Windsor Parks and Recreation 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.
8. **Providing First Aide**
   a. Events anticipated to attract over 2,000 patrons (participants and spectators) will be required to provide a first aide booth.
9. **Youth Event Chaperones**
   a. Adult chaperones are required for youth activities. A list of these chaperones must be submitted to the Parks and Recreation 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.
10. **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 "Grid mat" or an equivalent open-holed plastic.
11. **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.
12. **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

13. **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:

"No person shall sell or offer to sell or engage in the business of soliciting, selling, fortune telling, or peddling any foods or beverages in the park, or distribute circulars or hawk, peddle or vend any goods, wares, or merchandise in the park unless specifically authorized in writing by Park Authority."

    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 are 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.

14. **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.

15. **Public Parking**
    a. There are 86 perimeters, 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 Staubli Electrical Connectors 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.

16. **Bike Valet**
    a. Event organizers are highly encouraged to provide free monitored bicycle parking, a "Bike Valet Station." Organizers are also asked to promote travel to

and from their events by bicycle in all marketing materials.

17. **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 Parks and Recreation Department.
18. **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.
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 Dog Parks at Keiser Park and Pleasant Oak 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. **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.
21. **Private Equipment**
    a. Shade covers and/or shade tents are allowed, up to 10' x 20' in size. Sandbags or weights should be used for weighing down. Staking into the ground is not allowed unless pre-approved.
    b. Personal barbecue stoves are not allowed in Windsor Parks.
22. **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. Sparks Stage: Two 50-amp outlets
    d. East and West Pavilions: Three 110-outlets and one 220-service outlet
    e. Central Pavilion: Four 110-outlets
    f. Shade Tree Bosque Area: Twelve 110-outlets
    g. Town Holiday Tree: One 110-outlet
    h. Street side of water elements: Five 110-outlets
    i. Main Service: One 50-amp 110-service outlet
23. **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 Market 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 the drain if a need has been indicated on the Use Permit. Only wastewater may be dumped into the system.

24. **Free Speech**
    a. Event organizers should be prepared to accommodate individuals and/or groups that wish to speak or express themselves freely in public.

Definition per Wikipedia

Freedom of speech is the freedom to speak freely without censorship. The term **freedom of expression** is sometimes used synonymously, but includes any act of seeking, receiving and imparting information or ideas, regardless of the medium used. In practice, the right to freedom of speech is not absolute in any country and the right is commonly subject to limitations, such as on libel, slander, obscenity, incitement to commit a crime, etc.
The right to freedom of expression is recognized as a human right under Article 19 of the Universal Declaration of Human Rights and recognized in international human rights law in the International Covenant on Civil and Political Rights (ICCPR). Article 19 of the ICCPR states that "[everyone shall have the right to hold opinions without interference" and "everyone shall have the right to freedom of expression; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of his choice". Article 19 goes on to say that the exercise of these rights carries "special duties and responsibilities" and may "therefore be subject to certain restrictions" when necessary "[f]or respect of the rights or reputation of others" or "[f]or the protection of national security or of public order (order public), or of public health or morals".[1][2]

"Freedom of speech in the United States is protected by the First Amendment to the United States Constitution and by many state constitutions and state and federal laws, with the exception of obscenity, defamation, incitement to riot, and fighting words, as well as harassment, privileged communications, trade secrets, classified material, copyright, patents, military conduct, commercial speech such as advertising, and time, place and manner restrictions."

    b. Event organizers should approach those invoking their right to speak or express themselves freely in a polite manner, encouraging them to utilize a designated area for the purpose of "free speech." While a recommended area is located on the Bosque next to the Rainbow Snoopy statue, event organizers may propose an alternative location due to varying event layouts.
    c. Organizers should be aware that a speaker or speakers may prefer a different location and have the right to position themselves where they want. In the spirit

of cooperation, it is recommended that the event organizers "work with" the speakers to find a mutually agreed upon location.

d. Speakers may not violate Town Policies related to solicitation. See Section IV, C, 13, c. (Page 28)
e. Speakers may not violate the following Section 5-5-245 of the Town's Municipal Code:

"No person shall use threatening, abusive, boisterous, insulting or indecent language or make indecent gestures in the park, nor shall any person conduct or participate in a disorderly assemblage."

f. If those participating in "free speech" violate the above regulations or interfere, event organizers are encouraged to contact the Windsor Police for assistance.

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.

Application, Deposit and Rental Fees

Category	Daily Fee	Cleaning/Damage Security Deposit
Application fee (non-refundable)	$55	$1500
Town of Windsor Alcohol Permit	$144	
Amplified Sound Permit	$41	
Shade Tree Bosque use	$310	
Lawn use	$310	
Arbor and Pavilions use	$310	
Portable Toilets	Actual Rate per Town's hauler	
Plus Environmental Energy Fee	Actual Rate per Town's hauler	
Solid Waste Collection Service	Actual Rate per Town's hauler	

Maintenance Fees

Event Duration Category	Fee
Up to 12 hours	$308
12-24 hours	$565
24-36 hours	$822
37 to 48 hours	$1,079
49 hours or more	$1,336

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	$234	$260	$287
Huerta Gym Parking Lot use	$234	$260	$287
Duvander Lane Closure	$234	$260	$287
Market Street Closure	$234	$260	$287
Emily Rose Court Closure	$234	$260	$287

Vendor/Concessionaire Fees

Category	Resident Per Event Non-Profit	Resident Per Event Business	Non-Resident Per Event Business/Non-Profit
*Event Booth	$138	$153	$167

*Event booth fees are assessed to groups selling products only. Non-profit informational vendors participate at no cost.

Additional Fees

Category	Daily Fee	Cleaning/Damage Security Deposit
Transfer Fee	$40/per request	

Facility Attendant Fees

Category	Per Hour
Facility Attendant	$45

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 an hourly rate of $45. The Facility Attendant is authorized to close an event for failure to comply with Town of Windsor Town Green Use and Reservation Policies.

F. **Town Grant Funding Program Policy**

It is the Town's policy for Facilities, Parks, or Town Green funding requests to 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 Parks and Recreation 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.

Requests for fee waivers 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.

Adopted by Town Council: June 20, 2001
Fees Adjusted: July 01, 2004
Policy Amended: August 20, 2008
Fees Adjusted: July 02, 2009
Fees Adjusted: July 01, 2010
Fees Adjusted: July 01, 2011
Policy Amended: July 20, 2011
Fees Adjusted: July 01, 2013
Policy Adopted: October 02, 2013
Fees Adjusted: July 01, 2014
Fees Adjusted: July 01, 2015
Fees Adjusted: July 01, 2016
Fees Adjusted: July 01, 2017
Fees Adjusted: July 01, 2018
Fees Adjusted: July 01, 2019
Fees Adjusted: July 01, 2020
Policy Amended: August 05, 2020
Fees Adjusted: July 21, 2021
Fees Adjusted: July 21, 2022
Fees Adjusted: July 20,2023
Fees Adjusted: July 01, 2024
Fees Adjusted: July 17, 2025
Fees Adjusted: July 01, 2026