

CHAPTER 34

WINSLOW PARK

ADMINISTRATIVE POLICIES

ARTICLE I – GENERAL PROVISIONS

- A. TOWN COUNCIL - The Town Council is the Chief Administrator of Winslow Park under the terms of the Adelaide W. Harb Trust, and shall:
1. Insure that the provisions of the Adelaide W. Harb Trust are carried out;
 2. Delegate the operational responsibility to the Town Manager or anyone else they approve to insure proper management of the Park on a daily basis;
 3. Set all policies governing the Park;
 4. Evaluate Park operations annually;
 5. Approve all fees and charges pertaining to the Park. Park fees will be listed on the Town fee schedule adopted by the Town Council.
- B. TOWN MANAGER - The Town Manager is directly responsible to the Town Council, and shall:
1. Meet with the Town Council as needed or upon request to inform them of the status of the Park;
 2. Hire and remove the Park Manager, consistent with the personnel policies and ordinances of the Town;
 3. Hire and remove the Park Staff at the recommendation of the Park Manager, consistent with the personnel policies and ordinances of the Town;
 4. Hold staff meetings as needed or upon request with the Park Manager in order to assess needs and make recommendations;
 5. Require that efficient and proper records be kept regarding the operations of the Park, such as:
 - 1) Financial, Annual Budget, User Fees, Camper Fees
 - 2) Requisition Sheets

- 3) Mileage Sheets
- 4) Accident Reports
- 5) Payroll
- 6) Income Records
- 7) Inventory
- 8) Maintenance and Repair Costs Sheet
- 9) Annual Report
- 10) Evaluations (Staff, Park, etc.)

6. Recommend policies to the Council, such as hiring policy, etc.;
7. Obtain permission to build on grounds or change appearance of Park in any way.

C. PARK MANAGER - The Park Manager is directly responsible to the Town Manager, and shall:

1. Prepare and submit an Annual Budget with projected revenues to be included as part of the overall Municipal Budget.
2. Meet with the Town Manager on an as needed basis.
3. Maintain the Park at optimal level.
4. Recommend the hiring of Park Staff (gate attendants, park rangers) to the Town Manager.
5. Maintain proper and efficient records of the entire Park operation.
6. Evaluate staff mid-season as well as at the end of the season.
7. Make park safe for the public.
8. Post signs and information for campers and day users.
9. Hold weekly staff meetings.
10. Establish a reservation system for campers and groups.
11. Maintain good public relations.
12. Submit a payroll on Monday morning of each week.
13. Have information regarding the park at the gate to hand to public.

14. Deposit income for each day in deposit box.
15. Obtain permission to build on grounds or change appearance of the park in any way.
16. Manage the park in accordance with the Policies, Rules & Regulations and Fees adopted by the Town Council, except that the Manager shall have the discretion to make exceptions to a Park rule where such exceptions are considered to be in the best interests of the Park. Where such exceptions occur more than once under similar circumstances, the Park Manager shall recommend to the Town Council that the Rules & Regulations or Policies be amended in accordance with the exception being made.

ARTICLE II - HIRING POLICY - SEASONAL

The Staff for Winslow Park will, if practicable, be hired by April 1 of each year. In order to insure the hiring of the staff by April, a job announcement should be placed in the local newspapers in January and February of each year. Interviews can take place in February and March.

ARTICLE III - RULES FOR WINSLOW PARK

1. The Manager of the Park is responsible to the Town Manager.
2. The Park will open Memorial Day Weekend through Mid- October (weather dependent).
3. The Park will be open from 8:00 A.M. to 9:30 P.M. in July and August. From Memorial Weekend through June and Labor Day through the last weekend in September, it will be open 8 A.M. to 9 P.M. The Park, including beach and picnic areas, will close for Day Use and Visitors one half hour after sunset.
4. Pets are allowed in the Park under restraint and shall not be left unattended. Pets are to be on a leash that does not exceed 6' in length and shall be under control of the handler. Only one pet per campsite or one pet per adult for day use visitors shall be allowed. **NO PETS ON THE BEACH.** Pet owners are **REQUIRED** to clean up after their pets **IMMEDIATELY.**
5. The discharge of firearms or other weapons and hunting is prohibited. Fireworks are also prohibited.

6. All vehicles shall conform to posted regulations as to speed and parking. Vehicle speed in the Park is not to exceed 5 MPH, and vehicles will park in designated areas only. Automobiles, motorcycles, bicycles and vehicles are allowed as transportation to and from the park, but will be restricted if used unnecessarily or are a nuisance because of noise. All-Terrain Vehicles are not permitted. No overnight parking shall be allowed from the Westerly property line of Winslow Park to the Main Gate. Vehicles parked in non-designated areas will be subject to towing at owner's expense.
7. Open fires where permitted shall be confined to fireplaces furnished for that purpose and shall be kept to a reasonable size. Fires will be restricted to areas so designated. No fires shall be left unattended.
8. The removal, molesting, injury or damage to anything natural, physical or historical within the area is strictly prohibited and may result in eviction with forfeitures of paid fees. No digging, trenching, or metal detectors allowed.
9. Disorderly conduct, including being under the influence of controlled substances, indecent acts, or the use of coarse language, may result in eviction with forfeiture of fees paid.
10. Refuse must be placed in containers provided or packed out.
11. Park Personnel are not permitted to accept gratuities.
12. Ball playing, frisbee throwing and similar activities shall not interfere with the enjoyment and safety of other park users. Frisbee throwing is not allowed in the beach.
13. Group use shall be confined to those areas so designated or assigned by the Park Manager.
14. Group reserved area day use should be reserved in advance (after Feb. 1) by contacting the Park Manager and by paying a non-refundable deposit. Groups that are juvenile in nature shall have one adult supervisor per six (6) children.
15. Campers must register in person before setting up camp on site
16. Camping Reservation System:
 - (a) A limited amount of seasonal sites are available. Available seasonal campsites will be awarded by a lottery system.

- (b) Sites 1-23 are not available for seasonal use.
- 17. The number of camping parties admitted to the area will be limited to the number of campsites available (normal authorized campsites should not exceed 100 lots). Overloads are limited to 10 sites and must have prior approval of the Park Manager.
- 18. Check-out time is 11:00 AM.
- 19. Vacancies will be filled on a first-come, first-serve basis.
- 20. Fourteen (14) consecutive nights shall be the limit on sites 1-23.
- 21. Campsite occupancy will be limited to one camping party
- 22. A camping party shall be defined as:
 - (a) FAMILY One or two parents and their minor children using an R.V. and/or the number of tents necessary and appropriate to accommodate family and lot size. Fee covers 2 adults and one shelter.
 - (b) NON-FAMILY Maximum six (6) individuals per campsite. Fee covers two (2) adults and one shelter. Additional fee will be charged per each additional adult and per additional shelter. Maximum of two shelters per site if appropriate to lot size. Second shelter may be a tent only. Additional fee will be charged per each additional adult and per additional shelter. Maximum two (2) shelters per site if appropriate to lot size.
- 23. Daytime campsite guests must register and pay a day use fee. Overnight campsite guests must register and pay a fee.
- 24. Generators may be used only from 8-9 A.M., 11 A.M.-1 P.M., 5-7 P.M. * The park reserves the right to not allow generators that are deemed too loud or disturbing at the discretion of park personnel.
- 25. Clotheslines will be confined to campsites. No rope, twine or wire will be attached to trees or shrubs in sites 1-23. Clotheslines on remaining sites shall be hung so as not to cause any damage to existing vegetation and shall be subject to the management's discretion.
- 26. Quiet hours are from 10 P.M. to 7 A.M.
- 27. No more than 2 automobiles will be allowed in any one campsite in addition to the registered recreational vehicle.

28. Group campsites must be reserved in advance by contacting the Park Manager or his designee.
29. Bathing will be restricted to the area so designated.
30. Boating and water skiing must be outside designated swimming areas.
31. The use of floating devices are permitted providing they are U.S.C.G. approved. Face masks or snorkels are prohibited, except that Coast Guard approved life jackets may be used at the discretion of the Park Manager. S.C.U.B.A. and skin divers must register at the gate house with a current C Card from a nationally recognized organization, the location of the planned dive, and expected time of return.
32. Pets are not allowed on the beach.
33. Fires or grills are not allowed on the beach.
34. The use of soaps & detergents is prohibited on the beach.
35. There are no lifeguards at the beach area. Swimming is at your own risk and is restricted to the sand beach.
36. The use of areas in the Park shall be limited to the purposes for which they are being preserved and to activities determined by the Park Manager to be compatible with those purposes.

The following are not allowed in the beach area from the boat launch ramp to the next point of land, north and east: boating, water skiing, clamming and worming.

37. A fee toward future ramp repairs is required from boat launch ramp users.
38. A campsite for park personnel will be supplied at no cost only if that person is assigned to night-time duty.
39. Reservations will be accepted postmarked no earlier than November 1st for Harb Cottage. Persons who rent Harb Cottage are responsible for seeing that their guests comply with the rules of the park as well as to all rules specific to Harb Cottage.
40. The scenic trail shall be maintained as a park commons to be maintained and reasonably used for all in an open condition.
41. The boat ramp is for seasonal use, i.e., the ramp is used for the winter storage of the park's floats and gangways and will not be kept clear of snow and ice to facilitate boating operations. Only those devices that will permit a boat to be launched and free floating or recovered without blocking the ramp for more than twenty (20) minutes are

authorized on the ramp. Only exceptions to this regulation will be made with advance permission of the Winslow Park Commission.

42. Charcoal shall be burned only in grills provided, or private grills, and disposed of in designated containers.
43. Items of value shall be held in "lost and found" until December 31 of the same year, when, if not claimed, shall become Park property.
44. Park permission must be obtained for any archaeological activities.
45. Camp parents shall drop off and pick up campers at the gatehouse.
46. Winslow Park is Not Responsible for any items lost or stolen on premises.
47. All Deposits are Non-Refundable.
48. No alcoholic beverages are allowed in the park except at individually rented campsites and at Harb Cottage. Alcohol may be served within the confines of the rental shelters by hiring a licensed and insured caterer and filling out a police detail form with the Freeport Police department.
49. A violation of any Park rules may result in dismissal or removal from the Park.
50. When applying for a reservation at Harb Cottage, the applicant must be the person who will occupy the cottage. Duplicate requests for the same party will not be considered. No sub-letting is allowed.

ARTICLE IV - RULES FOR HARB COTTAGE

1. Harb Cottage tenants and their guests must adhere to all rules pertaining to Winslow Park. Tenants will be responsible for their guests.
2. No pets allowed.
3. Check-in time is after 2 p.m. on the date of arrival. Check-out time is before 10 a.m. on the date of departure.
4. Harb Cottage has a maximum overnight capacity of six (6) adults, and no more than ten (10) total persons.
5. All camping visitors must register at the Gatehouse and will be assigned a site within the campground. No tents, tag-a-longs, or R.V.'s are allowed on Harb Cottage premises at any time.

6. Only boats belonging to Harb Cottage tenants, the park, or pre-approved by the park manager may be moored at the Harb Cottage dock. ALL BOATS MUST BE PRE-REGISTERED PRIOR TO DOCKING. The dock is available for pedestrian traffic to all Winslow Park patrons. No swimming is permitted.
7. A maximum of 6 cars may be parked within the Harb Cottage parking area. Any additional cars must be parked in the general day use area and any fees associated with this paid. Additional parking on the road near the cottage only with prior park manager approval.
8. All activities with over 25 people total shall adhere to the following additional rules:
 - A. An additional damage deposit of will be required upon arrival; \$250
 - B. Any over-flow parking fees (see Rule #7) will be deducted directly from the damage deposit unless prior arrangements for payment are made;
 - C. Tenant must provide additional portable toilets at the rate of 1 portable toilet per each 50 people. For example, 25-50 people will require 1 portable toilet. All necessary arrangements and any costs incurred for acquiring portable toilets shall be the direct responsibility of the tenant and not of Winslow Park.
 - D. Quiet time for all of Winslow Park is 10 p.m.
 - E. Any gathering of more than 25 people where alcohol is present must have a police chaperone. One (1) officer will be required for each 100 people or any fraction thereof. (Example calculation same as above method.) All arrangements and costs shall be the sole responsibility of the tenant. The Freeport Police Department will make arrangements for requests made at least one (1) month in advance.
9. Your security deposit will be held until an inspection of the Cottage is complete. All but \$100.00 will be returned by mail, less any charges for damage or cleaning. The remainder of the deposit will be returned after an evaluation of the phone bill determines the amount owed for long-distance calls, and that amount has been deducted from the \$100.00. The tenant will be responsible for damages and/or charges over deposited amount.

Amended 05/07/2019

