

TOWN OF BAYFIELD

PARKS & FACILITY USE AGREEMENT

FACILITY / PARK / Requested _____
TYPE OF EVENT _____
 Organization & Individual Name (Applicant) _____
 Mailing Address _____
Home Phone _____ **Work Phone** _____ **Cell Phone** _____
Email Address _____

EVENT INFORMATION

FACILITY REQUESTED _____
DATES from ___/___/___ to ___/___/___ **Circle Day(s)** Sun M T W TH F Sat
 If your group meets on a regular basis, please CIRCLE the week(s) of the month you meet: 1st 2nd 3rd 4th
ARRIVAL TIME _____ am/pm **DEPARTURE TIME** _____ am/pm **TOTAL HOURS** _____
OUTDOOR GAME RENTAL: (\$10/game - \$50 Deposit/game)
 Volleyball _____ Horseshoes _____ Ladder Ball _____ Croquet _____ Bocce Ball _____
SPECIAL EVENT SETUP/ CLEAN UP: (additional fee- see below)
 Number of Chairs _____ Number of Tables _____ Stages _____ Other _____

FACILITIES PRICING

Facility	Fee	Deposit
Pine River Senior Center (Off Peak) Mon-Thurs	\$30/ hour	Half of Rental Fee or \$100 minimum
Pine River Senior Center (Peak) Fri-Sun	\$40/ hour	Half of Rental Fee or \$100 minimum
Pine River Senior Center Warming Kitchen	\$15/ hour	
Eagle Park Pavilion (2 hour minimum)	\$50 1 st two hours - \$15/ additional hour	\$50
Joe Stephenson Park	\$25 1 st hour - \$10/ additional hour	\$50
Old Mid School Gym	\$25 1 st hour - \$10/ additional hour	\$50
Old Mid School Gym - Sports Practice	Price Varies – See P&R Staff	\$50
Setup/ Clean-up Fee (2 hour minimum)	\$75/ hour	

FACILITY CHARGES		
Standard Hours	_____ at _____/ hour	\$ _____
Additional Hours	_____ at _____/ hour	\$ _____
Warming Kitchen	_____ at _____/ hour	\$ _____
Outdoor Game Rental	_____ at _____/ day	\$ _____
Setup/ Clean-up Fee	_____ at _____/ hour	\$ _____
Deposit (deposit will be available Tuesday following rental)		\$ _____
Other _____		\$ _____
TOTAL		\$ _____

FOR DEPARTMENT USE ONLY	
Date Received _____	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Approved by: _____ </div>
Amount Paid _____	
Payment Method _____	
Keys Checked Out _____ Date _____	
Keys Checked In _____ Date _____	
Deposit Returned _____	
Staff Initials _____	

All fees and deposits are due at the time this form is submitted to Bayfield Parks & Recreation; otherwise the request will not be accepted and all rentals are handled on a first come first serve basis. Cancellation notice must be received one week prior to use or fee and/ or deposits will not be refunded. User is responsible for adequate supervision to be certain that participants in the activities are contained to the area rented.

Old Mid School Gym: Food and beverages are prohibited in the gymnasium. Possession, use, or consumption of tobacco and/or alcoholic beverages or any illegal substance is strictly forbidden.

Pine River Senior Center: Possession, use, or consumption of tobacco or any illegal substance is strictly forbidden. Alcohol is permitted on the premises without a license if here is no charge. If there is a charge for alcohol, the renter must obtain a temporary liquor license from the Town of Bayfield. The use of fireworks and bonfires is strictly prohibited. The use of tapes, tacks, staples, nails, sticky tack, etc. is strictly prohibited within the Senior Center. Smoking is not permitted in the building or on the patio. No pets allowed with the exception for service dogs.

Parks: Possession, use, or consumption of tobacco or any illegal substance is strictly forbidden. Alcohol is permitted if renters are approved and obtain a liquor license from the Town of Bayfield. The use of ground stakes are also prohibited in all parks.

The signer will serve as the contact person for the organization renting the facility and agree to assume responsibility for any cleaning, theft or damage to the facility and assume responsibility for the safety and security of the facilities. The signer will also be responsible for all payments and charges including charges assessed beyond the deposit. The deposit is for damage and/or excessive cleaning required after a function. User agrees to hold harmless the Town of Bayfield and its officers and employees from any and all claims, obligations, rights of action, or similar matter or whatsoever measure that may be asserted against the Town of Bayfield or it's officers or employees as a result of the use of the facility/equipment. User further agrees to insure that at all times that the particular use of the facility is in progress, the appropriate person or persons who are fully qualified to supervise and /or instruct the activity to be carried out will be present and responsible.

I have read and understand the Town of Bayfield Parks & Recreation Facilities procedures and appropriate buildings rules and agree that my organization's members will abide by and adhere to said procedures and rules.

APPLICANT'S SIGNATURE _____ **DATE** _____

Make Checks Payable to: Bayfield Parks & Rec - P.O. Box 80 Bayfield, CO 81122 – (970) 884-9544