

## 2008 Bayfield Facility Use Agreement

Today's date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

**All fees are due at the time this form is turned in;** otherwise the request will not be accepted. Facility agreements are due two weeks prior to use, and 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. 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.

All Facility rentals have a **2 hour minimum!** & **\$50.00 Deposit**

	<b><u>First Hour</u></b>	<b><u>Each additional hour</u></b>
Gymnasium	\$15.00	\$10.00
Cafeteria	\$15.00	\$10.00
Conference Room	\$10.00	\$5.00
Eagle Park	\$25.00	\$10.00
Joe Stephenson Park	\$25.00	\$10.00
Baseball Fields	\$15.00 without lights	\$10.00 without lights

I, \_\_\_\_\_, will serve as 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. I \_\_\_\_\_, **will also be responsible for all payments and charges including charges assessed beyond the deposit.**

User agrees to hold harmless the Town of Bayfield and the Bayfield School District, 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 the Bayfield School District, 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.

Special Set up Instruction: \_\_\_\_\_

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.

Keys checked out \_\_\_\_\_ Key Checked in \_\_\_\_\_  
Deposits will not be returned without key being turned in!

**Game Checked out**

Volleyball (\$10.00) \_\_\_\_\_ Deposit \$50.00

Ladder ball, Croquet, Bocce ball (\$5.00) \_\_\_\_\_ Deposit \$35.00

Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

Deposit Due \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

Deposits will be available 48 hours after usage.  
Checks will be held for up to one week.  
After one week the check will be destroyed.

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Signature

Date

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Approved By

Date