

Bayfield Facility Use Agreement

Today's date: _____

Name of Organization: _____ Contact Person: _____

Mailing Address _____

Phone #: _____ Email: _____

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**

Eagle Park	<u>First 2 Hours</u> \$50.00	<u>Each additional hour</u> \$15.00
Gymnasium	<u>First Hour</u> \$15.00	<u>Each additional hour</u> \$10.00
Cafeteria	\$15.00	\$10.00
Conference Room	\$10.00	\$5.00
Joe Stephenson Park	\$25.00	\$10.00
Baseball Fields	\$15.00 without lights	\$10.00 without lights

Special Setup Fee: \$50.00/hour with a one hour minimum

Special Set up Instruction: _____

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.

Please See Other Side

Outdoor Game Rental

Volleyball (\$10.00) _____ Deposit \$50.00

Horseshoes, Ladder ball, Croquet, Bocce ball (\$5.00 each) _____ Deposit \$35.00

Amount Due _____ Amount Paid _____ Date Paid _____ Check # _____

Deposit Due _____ Deposit Paid _____ Date Paid _____ Check # _____

Keys checked out _____ Key Checked in _____

Deposits will not be returned without key being turned in!

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.

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.

Signature

Date

Approved By

Date

Forms can be mailed to:

PO Box 80

Bayfield, CO 81122

Or returned to Town Hall at:

1199 US HWY 160B

Bayfield, CO 81122

Please See Other Side