

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 _____
 Amount Paid _____
 Payment Method _____
 Keys Checked Out _____ Date _____
 Keys Checked In _____ Date _____
 Deposit Returned _____
 Staff Initials _____

Approved by: _____

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