

Bayfield School District Facility Use Handbook



**Bayfield School District
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Bayfield, CO 81122
970-884-2496**

Revised Fall 2018

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Bayfield School District Facility Use Handbook

Bayfield School District Mission Statement

The Bayfield School District’s mission is to provide excellence in academics with student-centered instruction while concurrently maintaining a safe environment which provides all students with the opportunity to develop intellectually, emotionally, and physically; assisting them to be productive members of the Bayfield community.

We believe that ignorance is incalculably more expensive than education. We feel that students and staff need to work smart, persevere, be self-motivated and self-controlled to be successful. We also believe that every student, parent, staff member and community member deserves to be heard, respected and dealt with fairly and honestly. We understand the responsibility for providing a rigorous curriculum giving students the 21st center skills they need in an every-increasing worldwide competition. We are passionate about an educated populace and consider that nothing of excellence or greatness is accomplished without passion and hard work.

Bayfield School District Facility Use

The School Board is cognizant of the community’s large investment in school buildings, grounds, and equipment and encourages the community to make use of district facilities when such use does not interfere with the district’s regular educational program.

The use of school buildings, grounds, equipment and facilities will be authorized by the district administration in conformity with this policy and accompanying regulations, which have been approved by the School Board.

Room Capacity Information

The various facilities and rooms have differing capacities. Classroom capacities vary, but a general person capacity is 20 students. Other capacities are listed below.

| | | | |
|----------------------|---------------------------------------------------------|---------------------|---------------|
| BHS: Cafeteria - 238 | Library - 149 | Main Gym - 1082 | Aux Gym - 557 |
| Wrestling Room - 200 | Auditorium - 451 | Instrument RR - 107 | Vocal RR - 40 |
| BMS: Cafeteria - 148 | Library - 295 | Music Room - 79 | Gym - 630 |
| Wrestling Room - 96 | Rec Room Classroom - 56 | | |
| BES: Cafeteria - 321 | Library - 100 | Gym –557 | |
| BEPS: Cafeteria - 81 | Gym – 946 (reserved through the Bayfield Parks and Rec) | | |

Policies and Forms

The adopted policies and forms for use of Bayfield School District facilities follows. Please read them carefully and contact the School District with any questions.

Thank you for considering the use of Bayfield School District facilities for your group.

Community Use of School Facilities (Policy KF)

The School Board is cognizant of the community's large investment in school buildings, grounds, and equipment and encourages the community to make use of district facilities when such use does not interfere with the district's regular educational program.

The use of school buildings, grounds, equipment and facilities will be authorized by the district administration in conformity with this policy and accompanying regulations, which have been approved by the School Board.

1. Requests for the use of School facilities should be made at the office of the building principal at least 20 days prior to the date of use. Approvals or denials will be made at least five business days prior to date of use. Approvals based on first come, first served. Any continuous usage is limited to thirteen weeks and reapplication must be made requesting use.
2. School facilities may not be used for any purposes without district approval and school use shall always have priority over non-school use.
3. Any approval of use shall be subject to cancellation in the event of an unexpected circumstance, emergency school need, and/or required district personnel are unavailable.
4. Requests for school facilities must be approved through building principal or their designee and final approval from the district facility director or designee.
5. School related groups will be permitted reasonable use of facilities without charge. Staffing fees may apply.
6. All youth events require adequate adult supervision for the entirety of the event. In all cases, an assigned school employee will be available.
7. Organizations or individuals using the facility will be responsible for the replacement and/or repair of damages to the facilities and/or equipment.
8. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the building principal or their designee and district facility director or designee.
9. Usage of facilities on Sunday will only be allowed for one-time special events between the hours of 1:00 pm and 9:00 pm and must be coordinated through the Facilities Director and approved by the Superintendent.
10. Groups receiving permission are responsible at all times for the observance of fire and safety requirements. For all events being held at the school, the building principal or their designee, acting in conformance with all state and local regulations, will determine those which require police and/or fire protection.
11. The district will follow all CHSAA rules, board policy, and league guidelines related to athletic activities during holidays and breaks.
12. Use of tobacco, alcohol, drugs, and/or weapons is strictly prohibited.
13. \$1,000,000 minimum liability insurance is required of all groups granted permission to use school facilities and must add district as additional insured.
14. The School District reserves the right to cancel any permission granted or waive any stipulated fees.

Violation of any of these rules may result in immediate termination of the rental agreement and/or immediate removal from the premises.

Adopted: September 1999

Revised: May 2000

Revised and recoded: March 26, 2010

Revised: October 14, 2014

Revised and Adopted: April 29, 2015

LEGAL REFS.: C.R.S. 22-32-110(1)(f)

20 U.S.C. 7905 (Boys Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

CROSS REFS.: EDC, Authorized Use of School-Owned Materials or Equipment

JJA-2, Student Organizations – Open Forum

Community Use of School Facilities (Policy KF-R)

Fee Schedule

In conformance with Policy KF, Community Use of School Facilities, it is the District's desire to provide maximum access to use of school facilities by the Bayfield community, while maintaining safe conditions and preserving the property for the school program use. In support of that objective, the following fee schedule will apply to the use of school facilities.

For the purposes of determining appropriate fees, users may be categorized into one or more of the following three groups.

Category 1 includes (please note that no facility charges will be applied to the following groups):

- School affiliated organizations such as:
 - ✓ District sponsored student intracurricular and extracurricular organizations
 - ✓ Parent organizations
 - ✓ Athletic and music Booster organizations
 - ✓ Civic organizations
 - ✓ Municipal organizations

Category 2 includes

- Organizations whose sole purpose is to benefit the youth of the Bayfield community. To qualify in this category the organization or event must be a not-for-profit activity and its participants be predominately students attending Bayfield district schools.

Category 3 includes

- All other community, independent or business organizations.

Fees

All fees listed are for use of the facility and are listed on an hourly, half day and full day basis (unless otherwise specified). In addition to the fees listed, **all groups will be subject to additional charges for custodial or kitchen supervisor services as needed**. Kitchen use will **always** require a kitchen supervisor.

Fees will be based on the specific custodian on duty and a two hour minimum is required. Such charges may not be applicable if required staff is on duty as part of their normal work schedule. If any extraordinary services such as excess cleaning or excessive trash disposal are required, additional charges may apply. All groups are responsible to conform to all public safety codes and bylaws. If additional security is required by public safety officials, the cost and payment for those services is the sole responsibility of the applicant organization.

All payments must be made in full prior to scheduled use of the facility. Refunds will be made in full to any group canceling their application at least 24 hours in advance of their intended use. Groups who do not show up for their intended use will also be granted refunds, less any costs incurred by the District.

The Bayfield School District reserves the right to adjust any fees. It also reserves the right to deny any access when it determines that such access is not in the best interest of the community or school district.

| All Category 3 fees are negotiable and subject to a deposit. Facility | Category 2 | | | Category 3 | | |
|-------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------|-------------------------------|----------------------------------------------|-------------------------------|-------------------------------|
| | Hourly | Half Day (4 hours) | Full Day (8 hours) | Hourly | Half Day (4 hours) | Full Day (8 hours) |
| BHS Auditorium | \$20 | \$50 | \$100 | \$35 | \$100 min | \$200 min |
| BHS Stadiums and Gyms | \$10 | \$25 | \$50 | \$20 | \$50 | \$100 |
| Cafeteria/Cafetorium | \$5 | \$15 | \$25 | \$10 | \$30 min | \$50 min |
| BHS Instrument Rehearsal Room (IRR) or BHS Vocal Rehearsal Room (VRR) | \$5 | \$15 | \$25 | \$10 | \$30 min | \$50 min |
| Library | \$5 | \$15 | \$25 | \$10 | \$30 min | \$50 min |
| Multi-Purpose Areas | \$5 | \$15 | \$25 | \$10 | \$30 min | \$50 min |
| General Classrooms | No facility fee | | | \$10 | \$30 min | \$50 min |
| BMS Outdoor Recreation Building | \$5 | \$15 | \$25 | \$10 | \$30 min | \$50 min |
| All other fields and gyms | \$5 | \$15 | \$25 | \$10 | \$30 min | \$50 min |
| Stadium lights | \$10 per hour | | | \$10 per hour | | |
| Gyms and fields for practice | No facility fee | | | No facility fee | | |
| Custodial services | \$18 hrly. per custodian (2 hour minimum) | | | \$18 hrly. per custodian (2 hour minimum) | | |
| Kitchen staff | \$18 hrly. per staff | | | \$18 hrly. per staff | | |
| Auditorium staff | \$24 hrly. per staff | | | \$24 hrly. per staff | | |

Approved: May 2000

Revised and recoded: March 26, 2010

Revised and recoded: November 9, 2010

Revised: October 14, 2014

Revised: October 13, 2015

Revised: September 5, 2018

Bayfield School District Facility Request



Today's Date: _____

Name of Organization: _____

Event Name: _____

Contact Person: _____ Phone: _____ Email: _____

Contact Person will be responsible for financial obligations and observance of policies, rules, and regulations.

Date(s) Requested: _____ Anticipated Attendance: _____

Set Up Time Requested: _____ Actual Times of Event: _____

Facility Requested:

Bayfield High School

- | | | | |
|-----------------------------------------|----------------------------------------|-----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Auditorium** | <input type="checkbox"/> Concessions+ | <input type="checkbox"/> Locker Rooms | <input type="checkbox"/> Weight Room |
| <input type="checkbox"/> Auxiliary Gym | <input type="checkbox"/> Gym Commons | <input type="checkbox"/> Main Gym | <input type="checkbox"/> Wrestling Room |
| <input type="checkbox"/> Baseball Field | <input type="checkbox"/> Instrument RR | <input type="checkbox"/> Practice Field | |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Kitchen* | <input type="checkbox"/> Stadium | |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Library | <input type="checkbox"/> Vocal RR | |

Bayfield Middle School

- | | | | |
|-----------------------------------------|-----------------------------------------|-------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Football Field | <input type="checkbox"/> Locker Rooms | <input type="checkbox"/> Weight Room |
| <input type="checkbox"/> Baseball Field | <input type="checkbox"/> Gym | <input type="checkbox"/> Music Room | |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Kitchen* | <input type="checkbox"/> Outdoor Rec Room | |
| <input type="checkbox"/> Concessions+ | <input type="checkbox"/> Library | <input type="checkbox"/> Wrestling Room | |

Bayfield Intermediate School

- | | | |
|---------------------------------------|---------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Kitchen* | <input type="checkbox"/> Multi Use Cafeteria/Commons Area |
| <input type="checkbox"/> Concessions+ | <input type="checkbox"/> Library | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Locker Rooms | <input type="checkbox"/> Soccer Field |

Bayfield Primary School

- | | | | |
|------------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Gym | <input type="checkbox"/> Library | <input type="checkbox"/> Soccer Field |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Kitchen* | <input type="checkbox"/> Playground | |

*Use of kitchen facilities requires at least one BSD Kitchen staff member due to state health code. Cost of \$18 per hour per staff.

**Use of BHS Auditorium production sound and production lighting requires BSD staff for operation. Cost \$24 per hour per staff.

+Use of concession stands requires group to follow Colorado health codes and BSD Concessions protocol.

Additional Information: _____

Specify equipment and set up: _____

Received and understand Community Use of School Facilities, KF-R Fee schedule? Yes No

Proof of Insurance provided to District Facility Director? Yes No

Signature: _____ Date: _____

Bayfield School District Facility Request



Office use only

Organization: _____

User Fee: Yes No

Category: 1 2 3 Other: _____

Facility fee: \$ _____

Custodian on duty: Custodian/s _____ for _____ hrs. @ \$18 per hr

Kitchen staff on duty Kitchen staff/s _____ for _____ hrs. @ \$18 per hr.

Sound/light staff on duty S/L staff/s _____ for _____ hrs. @ \$24 per hr.

Staff fee: \$ _____

Other fees: \$ _____

Total Fees: \$ _____

Fees payable at the Bayfield District Office, 24 S Clover Drive. Please make checks payable to Bayfield School District.

Proof of liability insurance provided Yes No N/A

Applicant notified of fees assessed Yes No N/A

Fees collected Yes No N/A

Approve Principal or designee _____ Date:

Add to Campus Calendar

Approve Facility Director or designee: _____ Date:

Other Approval: _____ Date:

Comments or notes: _____
