

2/1/2018

BAYLESS FIELDS

NEEDS TO BE ATTACHED TO "FACILITY USE REQUEST"

Request is:

Tentative * _____

Confirmed _____

Cancelled _____

If this is a tentative request, you have 10 days to confirm or your reservation will be cancelled. To avoid penalties, cancellations must be made within 24 hours of the function.

Instructions

**Completed forms must be returned to:
Eric Lawrence, High School Office**

The following must be included with the form:

- **Community Use of District Facilities Application**
- **Insurance verification**
- **Hold harmless agreement**
- **Proof of nonprofit status**

For more information please contact:
Eric Lawrence @ (314) 307-8367

Date facility needed	Day of the week
Group/Event	Estimated Attendance: Number of: Security Officers: Chaperones:
Facility Requested: Bayless Field	Bayless Ballpark
Use Start time	Use end time
If request is for a reoccurring weekly/monthly time, please attach schedule (No portion of any building or grounds, including turf fields may be used more than 90 days under any single permit. Under this rule, any use during a day counts as use for a full day) _____	
Rain plan	Estimated attendance
Contacts are those individuals that will attend the event and: 1. Work with Bayless staff to address issues 2. Take financial responsibility for damages	
PRIMARY CONTACT INFO	SECONDARY CONTACT INFO
Name: Address: Phone: E-Mail:	Name: Address: Phone: E-Mail:
Will your group need access to any buildings? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, which, for what purpose and when?	
Admissions standards for the event: <input type="checkbox"/> Ticket Required <input type="checkbox"/> Invitation Only <input type="checkbox"/> Open to the Public Is there an admission fee? Yes No If yes how much:	
Do you anticipate guests with special needs/physical challenges? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:	
Will food/concessions be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:	
If Yes: You must inform the office of this request. Bayless shall have the first opportunity to provide concessions at all events	
Will special equipment be used during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:	
Is audiovisual equipment or other technology support needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:	

(a separate charge may apply, contact the Central Office for details)

Bayless Field Guidelines

Activities that are strictly prohibited are cause for immediate removal

- GUM!
- Sunflower seeds
- Metal spikes/cleats
- tape
- All liquids, Only water is permitted (nothing else, including Gatorade)
- Food
- Mud/Dirt
- Paint
- Heavy equipment, such as mobile camera lifts
- Tables, without feet protectors

- Tents
- Pointy objects (healed shoes, umbrellas with pointed ends)
- Animals, except legal assist animals
- Needles or other small metal objects, such as thumb tacks
- Toxic, flammable or other dangerous materials
- Anything illegal/illicit or inappropriate on school premises
- Other activities that the District deems are not in the best interest of the District

General Responsibilities of Event Sponsors/Contacts

- ***In the event of school cancellation all outside events will be cancelled, including field rentals***
- Take responsibility for all participants, guests and any other person attending the event. Ensuring your groups stays in the area applied for. Do not let participants/guests walk the halls or wander around the building
- Ensure the event has the appropriate amount of security and chaperones to maintain safety and security
- Promptly reimburse the District for any damages, clean up or other expenses.
- Understand that all facility use is at the discretion of the District and can be cancelled with little or no notice. All District events take priority over outside events
- **No** turf fields may be used more than 90 days under any single permit. Under this rule, any use during a day counts as use for a full day
- Each school has a limited number of hours available for outside district use based on hours of internal use.

Tips on how to avoid penalty charges

- **Concessions** – Bayless shall have the first opportunity to sell concessions at **all** events held at the fields.
- **No food or drink** may be brought onto the turf field at any time (see above)
- All special equipment must be pre-approved prior to entering the stadium, please include sufficient time for equipment review when requesting your date/time.
- Turf appropriate shoes **MUST** be worn by all those on the field

Fees

***** Fees cover Field Use only, each building has their own charges for equipment *****

	Base Fee	Covers	Addn'l Hour	Clean Up	Notes
Games, non school day use and all Other events & times	\$500	4 hours	\$125.00/ea	\$40/hr	
Pre-Approved District Feeder Groups Only M-F, Practice After School day	\$100	Hours 1 & 2	3&4 \$100/ea	\$25/hr	Only Pre-Approved, District Located or Athletic Feeder Groups that agree to the requirements will be permitted to use this special rate
Pre-Approved District Feeder Groups Only Saturday and Sunday	\$400	4 hours	\$100/ea	\$25/hr	

Time – charges start from the time listed on the request or the groups enter the field, whichever occurs first, this includes warming up, until the time the last person exits the stadium. Please note that if you use another field/area prior to your scheduled start time that will be added to the invoice, this includes warm up and pre-practice use.

Clean up - Groups that clean up after themselves will not be charged this penalty

By signing below you agree to enforce the rules of the field and remove any participant, spectator or other individual violating the rules/guidelines. You agree to ensure your event has a sufficient amount of security and chaperones to ensure safety and site security. You also agree to cooperate with school staff and understand any failure to enforce the guidelines will result in the entire group losing its field use immediately. You agree to reimburse the district for all financial losses, fees and expenses.

Signature _____

Date _____