

Section 3: Fee Schedule Categories

3.1 Building and Facility Use Request Form Process

1. Requests for building and facility use must be made to the facility Event Coordinator for all activities before and after regular operating hours. A Building and Facility Use Request Form is available on our website: at <https://byersparkandrec.com>
2. All requests for use of facilities must be completed and submitted to the facility Event Coordinator for approval and scheduling per the instructions provided on the form.
3. Approved building use forms will be forwarded to the general accounting office.
4. The Event Coordinator's office will contact the applicant for clarification, if required, and will work with the general accounting department to compute applicable fees, prepare and submit a contract to be signed by an officer or designee of the organization requesting use, and issue invoice(s).
5. Requests for Byers Park and Recreation District building and facility usage will constitute willingness to comply with all rules and regulations regarding the use of district facilities as prescribed by the district board.
6. Users must exercise the utmost care in the use of premises and agree to protect, indemnify, and hold harmless the Byers Park and Recreation District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the building use request form.
7. In the event of damage to district property or facilities, user will accept the estimate of the amount of damage, as provided by the Facilities Maintenance Department, and will pay all repair costs within 30 days of receipt of bill.

3.2 Eligible Users and User Priority

Endorsement

Permission for use of district facilities shall not constitute a district endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding the nomination, retention, election or defeat of any candidate, nor the expression of any opinion as to the passage or defeat of any issue.

Priority of Use

1. First priority will be given to Byers Park and Recreation District related Events and Activities.
2. Second priority will be given to any other reoccurring community groups.
3. Other community group requests for building and facility use will be approved on a space-available basis and are subject to cancellation due to Byers Park and Recreation District related/district sponsored activities

User Group Categories

Group 1 – Byers Park and Recreation District / Special Districts Association / Government Entities

1. Byers Park and Recreation District-sponsored activities, such as meetings, community gatherings/events and activities.
2. Fundraising events by users which benefit the Byers Park and Recreation District. Fundraisers must be approved by the Byers Park and Recreation District Board. If 100 percent of all proceeds collected are returned to the Byers Park and Recreation District, user will not be assessed fees as provided for.
3. The Adams and/or Arapahoe County Clerk, municipalities and special districts may use district facilities free of charge.
4. Elected officials representing citizens of Adams and/or Arapahoe County may also use Byers Park and Recreation District facilities free of charge for town hall, citizen engagement and other non-campaign related activities as long as such activities are held no less than nine months prior to an election. However, town halls and citizen engagements held less than nine months before the election will be considered campaign related, and elected official will be required to pay the Group 3 fee.
5. Precinct caucuses to support activities referenced in state law may use facilities free of charge.
6. Government entities located in Adams and/or Arapahoe County who have entered into joint use agreements as approved by the Board may use facilities at no charge in accordance with each agreement.

Group 2 – Non-District Youth Organizations

1. Character building, recreational and educational groups of school-age PK-12 children of Adams and/or Arapahoe County, such as scouting organizations and recreation associations, may use district facilities according to the current fee schedule.

Group 3 – Non-District Adult Non-Profit Organizations / Event Holder

1. Adams and/or Arapahoe County nonprofit groups may use district facilities for non-commercial and non-fundraising purposes according to the current fee schedule. Organizations such as homeowners' associations, political parties, candidates for political office (except as provided in Group 1), service clubs and churches or religious organizations are included in this group.
2. Use by groups holding town halls or citizen engagements less than nine months before an election is considered campaign related and elected official will be required to pay fees as Group 3 user.
3. Organized groups of the same characteristic, who are generally located outside of Adams and/or Arapahoe County, may use facilities for a fee according to the current fee schedule.
4. Group 3 users may announce their meetings on designated public bulletin board(s) provided they meet Byers Park and Recreation District restrictions (i.e., card size, including the name of the group or organization, the activity, the date, place, time, and person and phone number to call for further information).

Group 4 – Commercial Organizations

1. Nonprofit or profit-making individuals/organizations may use buildings or facilities for fundraising activities (e.g. carnivals, craft fairs, garage sales, etc.) or for activities where admission is charged for a fee according to the current fee schedule.
2. Profit-making groups using district facilities to conduct a commercial enterprise shall pay a fee in accordance with the current fee schedule.

3.3 Facility Rental Fee Schedule

Quonset -Meeting Room, Kitchen.

Facility	Group 1 Byers Park and Recreation District / Special District Association	Group 2 Non-District Youth Organizations	Group 3 Non-District Adult Non-Profit Organizations Currently \$250	Group 4 Commercial Organizations
Per Hour	No Charge	\$15.00 Hourly	(\$43.75)	(\$75.00)
All Day (8 Hours)	N/C	\$120.00	\$200.00	\$600.00
Additional Hour	N/C	\$25.00	\$50.00	\$100.00
Alcohol Deposit	N/C	N/A	\$500.00	\$500.00
Kitchen Use	N/C	\$25.00	\$50.00	\$75.00
Security Deposit	N/C	\$25.00	\$100.00	\$100.00
Refundable Damage Deposit	N/C	\$100 Monthly	\$500.00	\$500.00
Refundable Cleaning Deposit	N/C	\$100	\$250.00	\$250.00
Weekend Rate Fri - Sat - Sun		\$15.00 Hourly	\$500.00	\$900.00

Rodeo Arena, Concession Stands

Facility	Group 1 Byers Park and Recreation District / Special District Association	Group 2 Non-District Youth Organizations	Group 3 Non-District Adult Non-Profit Organizations Currently	Group 4 Commercial Organizations
Per Hour	No Charge	\$16.00 Hourly	N/A	N/A
All Day (12 Hours)	N/C	\$200	\$250.00	\$350.00
Additional Hour	N/C	\$25.00	\$50.00	\$50.00
Alcohol Deposit	N/C	N/C	\$500.00	\$500.00
Labor Costs	N/C	N/C	\$25.00	\$25.00
Water Truck with Operator	N/C	\$50.00 Per Hour	\$50.00 Per Hour	\$50.00 Per Hour
Arena Grooming with Operator	N/C	\$50.00 Per Hour	\$50.00 Per Hour	\$50.00 Per Hour
Tractor with Operator	N/C	\$50.00 Per Hour	\$50.00 Per Hour	\$50.00 Per Hour
Horse Stall, Rough Stock Refuse Removal	N/C	\$100 Per Truck Load	\$100 Per Truck Load	\$100 Per Truck Load
Vendor Booth Utility Surcharge	N/C			
Set up / Tear Down	N/C	No Charge	Half the Cost of Rental	Half the Cost of Rental
Security Deposit	N/C	\$25.00	\$100.00	\$150.00
Refundable Damage Deposit	N/C	\$100 Monthly	\$500.00	\$500.00
Refundable Cleaning Deposit	N/C	\$100	\$250.00	\$250.00

Quint Valley RV Campground Rates for All Groups

RV or Tent Dry Camping	\$20.00 Day for all groups
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Traps Shooting Range Rates for All Groups

Shooting Range	No Charge for all groups
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Historical Church Rates for All Groups

Church Building	No Charge for all groups
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Byers Community Park Rates for All Groups

Pavilion – Picnic Area	No Charge for all groups
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