

**LARAMIE COUNTY SCHOOL DISTRICT No. TWO
SCHOOL FACILITIES USE CONTRACT**

Date: _____

I (WE), THE UNDERSIGNE, REPRESENT THE _____
(group, organization name, company name, etc.)

and do hereby request the use of:

Albin Facilities _____ Carpenter Facilities _____ Burns Elementary Facilities _____

Burns Jr. Sr. High Facilities _____ Pine Bluffs Elementary Facilities _____

Pine Bluffs Jr. Sr. High Facilities _____ Other District Facilities (Specify) _____

on _____, _____, _____
(Date) (Area to be used – requested) (For the Purpose of:)

(This request must be approved 10 days before the scheduled event or use of facility request. All requested are handled on a first come first served basis. No facility will be reserved without this form being completed and approved by the building administration and the building activities coordinator, if such applies.) The administrator will be allowed to make decisions concerning the 10 day notice when special circumstances do not allow for such notice.

The signed individual(s) agree to pay the custodial fee when listed at the rate of pay listed and any other payments associated with the use of the facilities requested. We agree to keep accurate time records for the time associated with our request. We understand that these fees are due at the completion of the event or within ten (10) calendar days after the event. The fees will be delivered to the Central Office/ Business Department for Laramie County School District No. Two. No payments will be rendered directly to an employee of the School District without approval. We have received a copy of the School Board Guidelines governing the use of school facilities and do hereby agree to abide by them. I (we) understand that failure to follow these guidelines could forfeit permission granted to use for the listed event and future events.

1. Actual dates and time we will be in the building for set up and the event are:

2. The requesting group or organization will need the following areas or rooms.

3. We will request the following equipment and/or a specialized operator for that equipment.

___ Sound ___ Stage ___ Podium ___ Piano ___ Lighting ___ Other (Specify)

Date Organization, group, agency

\$ _____
(Fee/Deposit- Due) Organization Representative

Approved by: _____

Custodian Required Assigned Employee Dates and Hours Approved