

Reservation form received at front desk  
Date \_\_\_\_\_ Time \_\_\_\_\_  
By \_\_\_\_\_  
Requested Location \_\_\_\_\_  
Requested Date \_\_\_\_\_  
  
 Reservation entered into RecTrac  
 Customer contacted if any conflicts  
 Receipt sent to customer  
  
 Receipts to appropriate facilities and rec staff  
  
 Original forms filed in reservation binder

---



## EZ Form for Facility Reservations

---

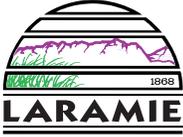
This form is only for private party reservations at the Recreation Center and Ice & Event Center that **DO NOT** involve the following:

- open container/alcohol permit
- amplified noise variance
- sale of goods or services, including tickets & raffles
- special security/safety considerations
- public events

If you need one of the above listed you will need to fill out the Comprehensive Form for Facility Reservations.

*I attest that my private event does not require any of the above listed items.*

**Initials** \_\_\_\_\_



# City of Laramie Parks & Recreation Department



Laramie Community Recreation Center  
920 Boulder Drive  
Laramie, WY 82073  
307.721.5269

## Facility Reservation EZ Form

The name, address, email address, and telephone number of the person seeking to conduct event **and** an alternative contact person;

Name	Email		
Address	City	State	Zip
Phone	Cell Phone	Fax	
Alternate Contact	Phone		
Event Name			

1) If the event to be conducted is on behalf of an organization, the name, address and telephone number of the headquarters of the organization and/or of the responsible heads of such organization. Organizations are not eligible for "member" rates.

Organization/Business \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Contact \_\_\_\_\_

2) If the event is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such shall file with Parks & Recreation staff or designee a communication in writing from the person proposing to hold the event, authorizing the applicant to apply for the permit on his behalf.

Received \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

3) The name and telephone number of the person who will be present and in charge of the event on the day of the event, if different than above:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

4) Location of the Facility/Special Event: \_\_\_\_\_  
Second Choice: \_\_\_\_\_

5) The date and time (starting and ending) when the event is to be conducted;

Date \_\_\_/\_\_\_/\_\_\_ Day of week \_\_\_\_\_ Start Time \_\_\_\_\_ am/pm End Time \_\_\_\_\_ am/pm

6) Estimated number of participants in the event: \_\_\_\_\_

7) The nature/purpose of the event:

\_\_\_\_\_  
\_\_\_\_\_

Any additional information which the Parks & Recreation staff or designee shall find reasonably necessary to make a fair determination as to whether an event is within community standards.

\_\_\_\_\_  
\_\_\_\_\_

8) This serves as an agreement that the applicant and authorized officer of the sponsoring organization, if any, agree to reimburse the city for any costs incurred by the City in repairing damage to city property occurring in connection

with the event proximately caused by the actions of the event holder, its officers, volunteers, employees or agents, or any person who was under the event holder's control. Agreement also provides that the event holder shall defend the city against, and indemnify and hold harmless, the city, its officers, employees, volunteers and agents from all causes of action, claims or liabilities occurring in connection with the event, except those which occur due to the city's sole negligence.

Initials \_\_\_\_\_

- 9) All advertising copy including the words, "Laramie Community Ice & Event Center," or "Laramie Community Recreation Center," or any combination thereof, must be approved by Parks & Recreation Staff prior to use. This includes, but is not exclusive to, live or recorded radio or television broadcasts, and print materials including newspaper, flyers, tickets or brochures.
- 10) Photographs may be taken by Laramie City Parks & Recreation staff, or agents thereof, and will become the sole property of the City of Laramie and may be used for promotional purposes.
- 11) Pursuant to Laramie Municipal Code, Chapter 8.04.010 if food is being served to the public and there is a charge, a proper food license is required. Contact the Environmental Health Specialist at 721-5283.
- 12) Laramie Community Ice & Event Center and Laramie Community Recreation Center agrees to furnish general lighting and electricity from the permanent fixtures and outlets in the building, water for normal usage in the building, existing garbage containers and dumpsters, and normal janitorial services prior to occupancy. However, a failure to furnish any of the foregoing because of circumstances beyond the Parks & Recreation Department control shall not be considered a breach of reservation agreement. All concession equipment is the sole property of the City of Laramie, and will not be used by event holder unless expressly agreed in writing below. An additional fee may accompany use of concession equipment.

---

---

---

Agents, volunteers, assistants, or employees of Parks & Recreation and the City of Laramie reserve the right to have free and unfettered access to all areas of the parks, buildings and grounds at all times.

Parks & Recreation also reserves the right to set occupancy limits for events as required by approved building and fire codes for the City of Laramie. Fire lanes and exits must remain clear at all times. A walk-through with the Laramie Fire Department and Police Department prior to the event may be required.

**No long-distance phone calls or internet connections to the City's internal internet will be made from any Parks & Recreation phone or data lines, and no one will be permitted in Parks & Recreation offices without expressed consent of Parks & Recreation staff. Please be prepared for your event. Reservation fees do not cover charges for faxes, copies, etc.**

**Refusal of a facility use permit:** Pursuant to Laramie Municipal Code, Chapter 12.48.080; Within fifteen days after receipt of an application, the Director of Parks and Recreation or designee shall issue the facility use park permit or shall apprise the applicant in writing of his reasons for denying a facility use park permit, and any aggrieved person shall have the right to appeal in writing to the City Manager or designee, within fifteen days after the date of such refusal, who shall consider the application under the standards set forth in Section 12.48.040 and sustain or overrule the Director of Parks and Recreation or designee decision within fifteen days after receipt of the notice of appeal. The decision of the City Manager or designee shall be final.

***Every effort will be made to accommodate your reservation, however scheduling conflicts may occur. Consider your reservation finalized only after you receive a confirmation via mail or email. This usually takes about 5 business days. Refunds will be issued for reservations that the City cannot accommodate.***

## **Non- Public Events - Without Alcohol**

### **Recreation Center Rental Fee:**

Conference room	\$40/hr	\$35/hr Members	\$10/hr Kitchen
Multi-purpose room #1 or #2(by pool)	\$40/hr	\$35/hr Members	
Full Multi-purpose	\$75/hr	\$65/hr Members	
Full gym	\$70/hr	\$60/hr Members	
One Court	\$35/hr	\$30/hr Members	
Pool Shelter	\$40/hr	\$35/hr Members	
Full facility (not including aquatics)	\$420/hr	\$380/hr Members	
Damage Deposit:	\$300/rental		

*50% reduction of conference room and multi-purpose rooms for not-for-profit organizations (no alcohol)*

### **Gym, Bounce House or Obstacle Course rental**

Inflatable and gym court	\$75/hr	\$65/hr Members
Gym court	\$35/hr	\$30/hr Members

- Prior to booking any parties involving the pool please be aware of the aquatics age restriction/policies.**  
**When using swimming pools, children 8-12 years old must have an adult with them in the pool area at all times. Children under 8 years of age must be directly supervised in the water at all times and children 5 years and under must be within arms reach of an adult who is in the water with them at all times.**

### **Recreation Center Pools (indoor/outdoor & 8 lane) Fee:**

0-75 persons	\$185/hr	\$165/hr Members
76-100 persons	\$215/hr	\$193/hr Members
101-150 persons	\$245/hr	\$220/hr Members

### **Pool (indoor, outdoor & 8 lane), Fun Run or Aqua Challenge rental**

Inflatable and 1/2 8 lane pool	\$168/hr	\$158/hr Members
--------------------------------	----------	------------------

### **Ice & Event Center Rental Fee:**

Complete Area: (off-season only)	\$500/day	\$40/hr (8a-11p)	\$75/hr (11p-12a)
Lobby, Concession, Catering Area:	\$200/day	\$20/hr (8a-11p only)	
Meeting Room:		\$15/hr (8a-11p only)	
Damage Deposit:	\$300/rental		

**If you would like your receipt emailed in addition to being mailed please provide your email address here:** \_\_\_\_\_

### **Payment Information**

#### **NONREFUNDABLE:**

Facility Charges: \_\_\_\_\_

#### **REFUNDABLE:**

Damage Deposit: \_\_\_\_\_ Check # \_\_\_\_\_ (Cash or Check only)

(Any checks left as a damage deposit will be destroyed if not picked up within 10 business days after the event.)

Cash

Check # \_\_\_\_\_ payable to "City of Laramie"  Visa/MasterCard

Signature of Applicant \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Use Only:

Reservation Received Date: \_\_\_\_\_ Time: \_\_\_\_\_ Employee: \_\_\_\_\_