

Coming soon: This form will be available electronically on the School District Web Site.
Until then, please continue to complete a paper copy of this Form.

SCHOOL DISTRICT NUMBER ONE
REGISTRATION FOR USE OF DISTRICT FACILITIES

Name of Person _____
 Requesting Facility _____ Telephone _____

Address _____

Name of Organization _____
 Requesting Facility _____ Telephone _____

School Requested _____ Facility Requested _____

Type of Activity _____

Date(s) of Activity _____ Time of Activity _____

Activity will be: Public _____ Invitational _____ School _____

Admission Charged: Yes _____ No _____ If yes, \$ _____

Person Responsible for Opening
 and Closing Facility _____ Telephone _____

Will you be requesting School District personnel to provide technical assistance?
 Yes/No _____

Fee Schedule

1 Employee	2 Hours	3 Hrly Rate	4 Subtotal 2 x3	5 Wyo. Ret. .1125X3	6 FICA .00765X3	7 Wkr. Cmp. .0246X3	8 Total 4+5+6+7
Total Wages							
Facility Use Fee							
Total Fee							

It is to be understood that the policies of Sweetwater County School District Number One and the laws of the State of Wyoming will be strictly observed in all use of district facilities.

Date Submitted _____ Signature _____

Date _____

Approved _____ Disapproved _____

Reason for Disapproval: _____

Building Principal Approval _____

RULES AND REGULATIONS

1. No smoking
2. No drinking of alcoholic beverages in the building or on school grounds.
3. Only members of the above named group will be allowed to participate.
4. Tennis shoes only when playing on the gym floor.
5. Turn off all lights.
6. Close the windows and lock the door.
7. Facility must be clean when group is finished.
8. Adequate supervision is required.
9. Keys are to be checked in and out from principal's office.
10. Fees will be assessed according to the Facility Use Fee Schedule of School District Number One.
11. Make checks payable to: **Sweetwater School District Number One.**
12. Any damages will be the responsibility of the organization renting the facility.

Individuals or groups failing to cooperate with the guidelines will forfeit their privilege for the use of the facility.