



Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
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Scott Stults, Superintendent

Upon completion, please email your request to:

Zach Stewart, CPRP Program Supervisor

Sheridan Recreation District

zach.stewart@sheridanrecreation.com

307-674-6421

FACILITY / AREA TO BE USED: _____ (e.g. building, field, etc.)

NAME OF PERSON or ORGANIZATION MAKING REQUEST (hereinafter referred to as "USER")

Responsible Person: _____ Today's Date: _____
(Must be 18)

Organization: _____ Phone: _____

Address: _____ Email: _____
(Location to send invoice)

Event Description: _____

Estimated Attendance: _____ Total Duration: _____ Frequency: _____
(Hours, Days, Weeks) (Hours/Day, Days/Year, Weeks/Year)

Start Date and Time: _____ End Date and Time: _____

Space Requested / Rooms: _____

Equipment Requested: _____

Set Up/Assistance Requested: _____

Tear Down Requested: _____

TERMS AND CONDITIONS OF USE

Facilities Usage Fee (Reference Hourly Facility Fee Schedule Below).

District Rules. User assumes the responsibility for the supervision of participants and care of facilities. User will read and follow all applicable Sheridan County School District #2 (SCSD2) policies, including *Policy KF Community Use of School Facilities*.

Participants are restricted to the portion of the facility identified in this request and may use the facilities only on the days, dates, and times listed on this request.

SCSD#2 rules concerning alcohol, tobacco, and controlled substances shall be enforced by the sponsor.

User must provide supervision of all participants to ensure that vandalism, inappropriate behavior, and unsafe activities do not occur.

User shall be accountable for the general cleanliness of the facility after its use. District custodial staff will be assigned to this event and a rate charged per District guidelines.

User will be financially responsible for property damage, vandalism, etc. that the User inflicts on any facility due to abuse or neglect.

Insurance. Prior to use of the facility, User shall secure and continuously carry with an insurance company, or companies acceptable to the District, a general liability insurance policy to protect against and from all loss by reason of injury to the persons or damages to property. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of the School District. Minimum coverage to include: \$1,000,000 per occurrence with a minimum of \$1,000,000 aggregate. A certificate in form satisfactory to the issuance of such insurance shall be furnished to the District upon request.

Indemnification. User agrees to defend, save, and hold SCSD#2 harmless from any claim, liability, damage or injury and shall indemnify SCSD#2 for any damages or costs incurred for or on account of any claim, liability, damage or injury to any person or to the property of any person, arising from the Organization's use of the School District's property.

Release. To the maximum extent permitted by law, User releases, waives and discharges SCSD#2, its trustees, employees, agents, and representatives from all liability for any and all loss or damage arising out of or related to User's use of SCSD#2 property, including without limitation, loss or damage arising from the condition of SCSD#2 premises, and User agrees that SCSD#2 shall have no liability for such loss or damage resulting from User's presence and actions.

User Responsibilities

- Treat all facilities with care and safety.
- Do not leave children unsupervised in the facility.
- Always leave the facility as clean as or better than when you arrived.
- Use appropriate equipment/attire specific to the area of use.
- Everyone must stay in the area being utilized (no wandering the halls, classrooms, etc.).
- Report any accidents or damage to the school custodian immediately.
- Do not use unauthorized school equipment.
- Do not allow anyone other than your immediate group in the building.

Termination. SCSD#2 may terminate this agreement prior to its ending date. Failure to comply with any aspect of this policy may result in immediate termination and/or denial or future use.

INSURANCE INFORMATION

Insurance Company _____ Policy Number _____

Coverage Dates: _____

Signature of User Date

For Admin Use

Monday - Thursday Usage
Days Requested (M,T,W,TH) _____ Hours Requested _____ Hourly Rate _____ TOTAL COST (Day Rate X Hours)

Friday - Sunday Usage
Days Requested (F,SAT,SUN) _____ Hours Requested _____ Hourly Rate _____ Personnel Hours _____ District Rate/Hour (\$40.00) TOTAL COST (Day Rate X Hours + Personnel)

Invoice Amount: _____ Approved By: _____ Date: _____

Hourly Facility Fee Schedule

Facility	Spaces	Cost ¹ /Hr M-Th	Cost ¹ /Hr Fri-Sun
Sheridan High School 1056 Long Dr.	Main Gym	\$20	\$75
	Aux Gym	\$20	\$60
	Wrestling room	\$20	\$50
	Auditorium	\$75	\$75
	Commons	\$15	\$15
	Kitchen (Includes SCSD2 cook)	Special	Request
	Track/Field (artificial turf)	\$30	\$75
	Soccer Field	\$30	\$30
	Lighting	\$125	\$125
	Parking Lot (150 spaces)	\$15	\$15
	Tennis Courts	\$15	\$15/\$55*
Sheridan Junior High School 500 Lewis St.	New Gym	\$20	\$75
	Old Gym	\$20	\$75
	Parking Lot (150 spaces)	\$15	\$15
	Commons	\$15	\$15
	Track/Field	\$30	\$50
Early Building (On SJHS Campus) 620 Lewis St.	Gym	\$20	\$60
	Ropes Course**	Special	Request
	Pool**	\$20	\$75
	Auditorium	\$75	\$75
Henry A. Coffeen Elementary School 1053 S. Sheridan Ave.	Gym/Stage	\$15	
	Fields	\$15	
Highland Park Elementary School 2 Mydland Rd.	Gym/Stage	\$15	
	Fields	\$15	
Meadowlark Elementary 1410 DeSmet	Gym/Stage	\$15	
	Fields	\$15	

Sagebrush Elementary School 1685 Hillpond Dr.	Gym/Stage	\$15	
	Fields	\$15	
Woodland Park Elementary School 1010 E. Woodland Park Rd.	Gym/Stage	\$15	
	Fields	\$15	
Story Elementary School 103 Fish Hatchery Rd.	Gym	\$15	
Central Administration 201 N. Connor St. Suite 100	Board Room	\$25	\$25
	Conference Room	\$10	\$10

Other Spaces Similar to All Facilities			
Classrooms	25 seats	\$8	\$10
Library / Media Center	Varies	\$12	\$15

¹ Hourly Fees

- Sheridan Recreation District sponsored events are charged 50% of hourly fees.
- Use of facilities outside of regular custodial hours will be charged a rate of \$40 per hour per employee in addition to the hourly rate.
- In the event that the maintenance department is called out for repairs or emergency maintenance services, fees will be billed at a rate of \$40.00 per hour (two hours minimum) and will be collected after the event.
- Hourly rates may be adjusted at the discretion of the superintendent per special circumstances.

*\$15 + \$40 per hour if a custodian is required to be in attendance.

**The District will provide certified supervisor(s) at an additional rate of \$40/hour per individual supervisor.