

PARK COUNTY SCHOOL DISTRICT 6
919 Cody Avenue, Cody, Wyoming, 82414
Office the Activities Director, ~~Park County School District 6, Cody, WY~~

RENTAL AGREEMENT

CODE: KF-R-4

WORKING COPY

Organization Name _____ Current Date _____

Requested by _____

Complete Address _____

Telephone _____ Work Phone _____

Date of Event(s) _____ Scheduled Times _____

Rental Cost of Facilities and Equipment Requested

Circle One: Class I Class II ~~Class III~~ ~~Class IV~~ Amount

Designate building, and any specifics

Classroom _____

Cafeteria _____

~~Kitchen~~ _____

Gym/SAC? _____

~~Computer Lab~~ _____

Library _____

Athletic Field _____

Auditorium _____

~~Equipment charges apply to Class I, II, III, IV~~

~~Computer lab and supervisor expense~~ _____

~~Projection Device~~ _____

~~Sound System~~ _____

~~Mobile Sound System~~ _____

~~Television/VCR (circle one or both)~~ _____

~~Overhead Projector~~ _____

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Portable Staging _____

Custodial Service Fee (approximated) number and hours x's \$30 per hour _____

Other Staff Service Fee (approximated) type and hours x's \$38 per hour _____

~~Deposit/Total Fee Required before event~~ _____

Estimated Balance Due _____

Setup Instructions:

Signature of User: _____

Signature of user indicates acceptance of the rental agreement contract ~~and all rules and regulations related to the use of district facilities. The undersigned sponsor evidences~~ **and ensures that the group or organization will comply with the rules, regulations, and all district policies.**

The **District reserves the right to collect all rental and equipment fees ~~prior~~ to the event.**

~~The fees charged for personnel are intended to cover the costs of personnel and are not charged for the purpose of creating revenue for the **District.~~**

Adopted: 1/20/98

Revised: 2/19/02

Revised: 7/19/06