

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

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
Classroom	_____	_____	_____	_____	_____
Cafeteria	_____	_____	_____	_____	_____
Kitchen	_____	_____	_____	_____	_____
Gymnasium	_____	_____	_____	_____	_____
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 _____
 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 _____
 Balance Due _____

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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 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