



# NWCCD Facilities Use Agreement

300 W. Sinclair  
Gillette, WY 82718  
307-686-0254 Phone  
307-687-7141 Fax



3059 Coffeen Ave  
Sheridan, WY 82801  
307-674-6446 Phone  
307-687-7141 Fax



Date of Event

Current Date

## Contact Information

Organization

Last Name

Address

First Name

City

State

Zip Code

E-mail

Phone No.

Fax No.

Cell No.

## Event Information

Purpose of Event

Room No.

Start Time

End Time

Room No.

Start Time

End Time

Room No.

Start Time

End Time

## Food Drink and Additional Setup

Will you serve food and or drinks?

Yes  No

~~Note: NWCCD has preferred food vendors you must use. Sodexo Sheridan Campus Ext. 4105~~

Will you serve alcohol?

Yes  No

Note: To serve alcohol, you must have written permission

Additional Setup Requirements

Yes  No

Additional Setup

## Audio-Visual Needs

Projector

Cassette Player

Microphone

DVD Player

Video Conference\*

Sound System

CD Player

VCR

Television

Teleconference\*

**Note:** All users must schedule and complete Technology Orientation prior to the event

\* May have additional fees

## Fees

Room Fee	<input type="text"/>	IT/AS Services	<input type="text"/>	Equipment Deposit	<input type="text"/>
Custodial Services	<input type="text"/>	Flip-chart /Easels	<input type="text"/>	Security Services	<input type="text"/>
Grounds Services	<input type="text"/>	Maintenance Services	<input type="text"/>	Other	<input type="text"/>
Received By	<input type="text"/>	Date/Time Field	<input type="text"/>	<b>TOTAL FEES</b>	<input type="text"/>
Deposit Returned By	<input type="text"/>	Date/Time Field	<input type="text"/>		

- NWCCD is a smoke free environment. No smoking in or around buildings. Smokers will need to smoke in their personal vehicles.
- Use of the building by groups/individuals must comply with the NWCCD Code of Student Conduct.
- The person responsible for the event **must be present during the entire event** and must assist in enforcing all rules. This person must check in with the Facilities Representative before the building will be open for the event. This person must also check out with the Facilities Representative at the end of the event. The Facilities Representative and the responsible person will walk through the facility together to assess the condition of the building. Failure to do so may disqualify the responsible person from acting in this capacity in the future and will forfeit any refunds.
- The group/individual using the college facilities is responsible for leaving the building in the same or better condition than it was found at the start of the events. All garbage must be properly bagged, and must be taken to the trash dumpster. Any tables, chairs, or other equipment used for the event must be put back where it was found. Failure to do so may result in a group/individual being denied future use of the college facilities and equipment. NWCCD also reserves the right to charge for the time needed for any additional cleaning necessary or damage to equipment or property.
- If children are present during the event, it is the responsibility of the group/individual to provide proper supervision of these children at all times.
- All NWCCD equipment will be checked out to the responsible person (or designee) only and will be checked back in when the event is over. Equipment may require a deposit.
- All users must schedule and complete a technology orientation prior to the event.
- The group/individual, as well as any sponsoring or co-sponsoring groups, will be held accountable for any damage of NWCCD equipment or property beyond the normal wear and tear associated with proper usage. Group/individuals are expected to pay for repairs or replacement of any equipment damaged during the events.
- Fees are due on or before the event unless prior arrangements have been made.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_  
(Please print your name and official title) (Please print your group's official name)

have read the following regulations. I am the responsible member of this group, and I understand and agree to abide by these regulations. I understand that this form will be valid only for the event and new events will require a new agreement.

\_\_\_\_\_  
 Signed By Current Date