



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	<input type="text" value="Westwood High School"/>	Last Name	<input type="text" value="Miessler"/>
Address	<input type="text" value="7 Opportunity Spur"/>	First Name	<input type="text" value="Carla"/>
City	<input type="text" value="Gillette"/>	State	<input type="text" value="WY"/>
Zip Code	<input type="text" value="82718"/>	E-mail	<input type="text" value="cmiessler@ccsd.k12.wy.us"/>
Phone No.	<input type="text" value="+1 (307) 682-9809"/>	Fax No.	<input type="text"/>
Cell No.	<input type="text"/>		

Event Information

Purpose of Event	<input type="text" value="Rehearsal 5/15/19 @ 1pm
Westwood Graduation @ 7pm"/>		
Room No.	<input type="text" value="PC Court"/>	Start Time	<input type="text" value="7:00 AM"/>
End Time	<input type="text" value="10:30 PM"/>		
Room No.	<input type="text"/>	Start Time	<input type="text"/>
End Time	<input type="text"/>		
Room No.	<input type="text"/>	Start Time	<input type="text"/>
End Time	<input type="text"/>		

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

<input type="radio"/> Projector	<input type="radio"/> Cassette Player	<input type="radio"/> Microphone	<input type="radio"/> DVD Player	<input type="radio"/> Video Conference*
<input type="radio"/> Sound System	<input type="radio"/> CD Player	<input type="radio"/> VCR	<input type="radio"/> Television	<input type="radio"/> 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"/>	TOTAL FEES	<input type="text" value="0"/>
Deposit Returned By	<input type="text"/>	Date/Time Field	<input type="text"/>		

1. NWCCD is a smoke free environment. No smoking in or around buildings. Smokers will need to smoke in their personal vehicles.
2. Use of the building by groups/individuals must comply with the NWCCD Code of Student Conduct.
3. 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.
4. 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.
5. 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.
6. 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.
7. All users must schedule and complete a technology orientation prior to the event.
8. 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.
9. 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