

Approved : \_\_\_\_\_

Declined: \_\_\_\_\_

Old Wilson Schoolhouse Community Center

5655 Main Street

PO Box 1515

Wilson, WY 83014

307-699-3991

[www.oldwilsonschool.com](http://www.oldwilsonschool.com)

A Private Not for Profit Organization

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## Facility Rental / Use Request

*Permission to use the Old Wilson Schoolhouse Community Center is not an endorsement of an individual's or group's beliefs or purposes by Old Wilson Schoolhouse Community Center, its board of directors, staff, the landlord (Teton County, Wyoming) or any affiliate of the organization*

*For consideration of requests for use of the Center, this form must be completed and returned to the Director as soon as possible. An invoice for payment will be presented to the host with an approved use.*

ALL PAYMENTS SHALL BE RECEIVED AT THE TIME OF BOOKING UNLESS OTHERWISE NOTED IN INVOICE. PLEASE MAKE SEPARATE CHECKS FOR FEES & DEPOSITS PAYABLE TO:

**Old Wilson Schoolhouse Community Center**

Today's Date \_\_\_\_\_

**Event Date** \_\_\_\_\_

**RENTER INFORMATION:** (Please Print Clearly)

Organization Name \_\_\_\_\_

Individual/Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**EVENT INFORMATION:**

Type of Event: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_

**Requested Rental Area:**

Large Meeting Room: \_\_\_\_\_

Small Meeting Room \_\_\_\_\_

Kitchen/Dinning Room: \_\_\_\_\_

Entire Facility: \_\_\_\_\_

If you are leasing the Kitchen area please refer to Kitchen Policies.

Are you charging fees for any aspect of your Activity? Yes ? No ?

If so please explain(include fee) \_\_\_\_\_

\_\_\_\_\_

**FOOD:**

Do you intend to serve food? Yes ? No ? Type of Food: \_\_\_\_\_

Do you intend to prepare food on premise? Yes ? No ?

Wyoming Department of Agriculture and Teton County Environmental Health Department requires any person or group that sells or gives away items that are edible must complete and submit a **Temporary Food Service Application** 14 days prior to the event. This includes all pre-packaged and ready to eat foods. The temporary food license is \$25.00. Call 307-732-8490 for more information and an application.

Please submit a copy of your approved Food Service License to the Old Wilson Schoolhouse Community Center with this Facility Use Application.

Name of Food Provider/Caterer: \_\_\_\_\_

Phone Number \_\_\_\_\_

**ALCOHOLIC BEVERAGE USE:**

Temporary State Liquor Licenses are required if selling alcohol.

**\$500.00** additional damage and cleaning deposit required for functions with alcoholic beverages.

Yes \_\_\_\_\_ we **will** have alcohol at this function. \_\_\_\_\_(please initial)

No \_\_\_\_\_ we **will not** have alcohol at this function \_\_\_\_\_(please initial)

General Terms and Conditions: **PLEASE READ BEFORE SIGNING BELOW**

1. Smoking is prohibited in all areas of the facility.
2. Children accompanying adults must be supervised at all times. The backyard playground is not

considered part of the rental agreement.

3. Lessee is responsible for complete clean up and disposal of trash. All trash and recycling to be removed from property by lessee. A disposal fee of \$50.00 for refuse will apply.

4. The lessee agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or Center's property resulting from lessee's use.

5. Renters may sign up for a cleaning service for \$100.00. Paid in advance. Please indicate on your check "cleaning service".

\_\_\_**yes**, please contract with the Old Wilson Schoolhouse Community Center's cleaning service to help restore the facility after my event.\_\_\_\_(initial)

\_\_\_**no**, do not contract with your cleaners. I will restore the facility to the following condition: floors swept and mopped, tables and chairs returned to storage, doors and windows closed and locked, kitchen floor, counters and equipment sanitized, utensils cleaned, stored away and ready for next guest. If this high standard of cleanliness is not met, I understand that the Old Wilson Schoolhouse Community Center will hire a cleaning service at local market rates and pay for it from my \$150.00 security deposit.\_\_\_\_(initial)

6. The Old Wilson Schoolhouse Community Center does not accept responsibility for loss or theft of articles belonging to lessee, any member of lessee's party, or injury or accident to any said person on the grounds of or in the facility, and is absolved and indemnified by lessee of all liability, which may result thereof. All civil actions against the Old Wilson Schoolhouse Community Center must be brought in Teton County, Wyoming. The prevailing party in any legal conflict shall recover attorneys fees and costs from the losing party.

6. All activities cease at 10:00 p.m. as required by local zoning laws and in consideration of our neighbors.

7. Taping Mounting or displaying items on any painted surface is not allowed.

8. Any items /supplies brought into the facility or placed on the Center's Property must be removed within 24 hours of the conclusion of the lessee's event. Items remaining after 24 hours may be disposed of as abandoned property.

9. Cancellation Policy- OWSCC will refund 100% of the lease amount and deposit to the lessee if cancelled 30 days prior to the event. 25% will be retained if cancellation is within 30 days of the event. All reservations made within 30 days are subject to a 25% cancellation fee.

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In requesting the use of The Old Wilson Schoolhouse Community Center, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

Signed:\_\_\_\_\_

Date: \_\_\_\_\_

Agent of the Old Wilson Schoolhouse Community Center

Signed: \_\_\_\_\_

Date \_\_\_\_\_

<b>Fee Schedule:</b>	<b>Regular Rate / Not for Profit Rate</b>
<b>Small Room:</b>	\$30.00 hour / \$15.00 hour x _____ # of hours= _____
<b>Large Room:</b>	\$65.00hour / \$30.00 hour x _____ # of hours= _____
<b>Kitchen &amp; Dining Room:</b>	\$50.00 hour /\$20.00 hour x _____ # of hours= _____

**Entire Facility Daily Rate Option:**

<b>Fee Schedule:</b>	<b>Regular Rate / Not for Profit Rate</b>
<b>Small Room:</b>	\$150.00 day / \$75.00 day
<b>Large Room:</b>	\$300.00 day/ \$175.00 day
<b>Kitchen &amp; Dining Room:</b>	\$200.00 day /\$100.00 day

**TOTAL RENT COLLECTED / DATE:** \_\_\_\_\_/\_\_\_\_\_

**Deposits:**

**\$150.00 Security Deposit:** \_\_\_\_\_

**\$500.00 Alcohol Deposit:** \_\_\_\_\_

**TOTAL DEPOSITS COLLECTED / DATE:** \_\_\_\_\_/\_\_\_\_\_

**\$100.00 CLEANING FEES COLLECTED / DATE:**

\_\_\_\_\_/\_\_\_\_\_

**DEPOSIT REFUNDED / DATE:** \_\_\_\_\_/\_\_\_\_\_