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Site Usage Agreement Form

Date Submitted: _____ Circle One: **On-Going Event** or **One Time Event**

Type of Event/Group Name: _____ Contact Person's Name: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Date/s of usage: _____ Time/s of usage: _____

Site Requested (please circle one): **SRD Building** **Lysite School** **Lysite Rec Center** **Missouri Valley Rec Center**

If using the SRD Building please circle any additional equipment you would like to use: **TV** **Kitchen**

Passcode: _____ (This code can change so please double check with SRD Office)

Please initial beside each statement to acknowledge you have read fully and understand:

_____ I/my group agree to provide a copy of a liability policy. Liability policy must be on file with your Site Usage Agreement in order for you to use the facilities. A homeowner's policy is adequate.

******LIABILITY INSURANCE POLICY:** A copy of liability policy (a homeowner's policy is adequate) must be on file at the SRD office with original Site Usage Agreement Form prior to event. Group/persons hosting event must have a copy of Site Usage Agreement, liability policy and alcohol permit (if applicable) on hand during event. If these forms are not on file with the SRD office prior to event, the Site Usage Agreement is considered void, the group/persons will not have access to SRD buildings/property.

_____ **ONLY** initial this if your group will be having alcoholic beverages. I/my group agree to have a Town of Shoshoni Permit for Possession of Alcohol if any alcohol is served during event.

******ALCOHOLIC BEVERAGE POLICY:** Any group/persons having alcoholic beverages at their event must have an Alcohol Permit from the Town of Shoshoni. A copy of Alcohol Permit must be on file at the SRD office with original Site Usage Agreement Form and liability policy prior to event. Group/persons hosting event must have a copy of Site Usage Agreement, liability policy and alcohol permit on hand during event. If these forms are not on file with the SRD office prior to event, the Site Usage Agreement is considered void, the group/persons will not have access to SRD buildings/property. The Town will not give a permit without being shown a copy of SRD Site Usage Agreement Form signed by SRD staff. Anyone found deliberately littering these products on SRD property may be denied future use of SRD facilities.

_____ I/my group agree to clean and pick up after ourselves. This includes but is not limited to the inside of the SRD building/property but also outside perimeter. A cleaning cart will be provided.

_____ I/my group will report any issues or damages to SRD staff in a prompt manner.

_____ I/my group understands we are responsible for any damages to SRD property and the SRD will be reimbursed for any damage or excess cleaning.

_____ I/my group understand the SRD is not responsible for damaged, lost or stolen personal property.

_____ I/my group understand the SRD assumes no legal responsibility for any person who may be injured while using an SRD facility.

_____ I/my group understand in return for using this site I am required to report the number of people who were in attendance of this event to the SRD. Building occupancy limit 292 people.

_____ I/my group have read and understand all policies and in signing this form agree to abide by them. If policies are not followed I/my group may be denied future use of SRD facilities.

******ALL SRD FACILITIES ARE TOBACCO FREE FACILITIES:** No smoking tobacco, smokeless tobacco or tobacco, of any kind is permitted within 50 feet of any SRD facility, this include e-cigarettes. Anyone found deliberately littering these products on SRD property may be denied future use of SRD facilities.

******YOUTH POLICY:** Please note that an adult/legal guardian will be responsible for clean up, damages, behavioral conduct of said minor while in the SRD building. Chaperones must be on the premises at all time during any minor's functions. All paperwork must be in adult/legal guardian name with current phone numbers, address and co-signed by the minor who is holding the event on the SRD property.

_____ Date: _____
Signature of Contact Person

_____ Date: _____
Signature of SRD Employee