

GREYBULL RECREATION DISTRICT

P.O. BOX 187***1ST AVE SOUTH GREYBULL, WY 82426

(307) 765-9575

Applicant's Name _____

Applicant's Mailing Address _____

Applicant's telephone Number(s) _____ (H) _____ (W) _____ (M)

Business organization's name _____

Date(s) Requested _____ Time (includes setup/cleanup) _____ to _____ # Attending _____

Rental Price 2 Hrs. \$25 _____ 4 Hrs. \$50 _____ 6 Hrs. \$75 _____ Full Day \$100 _____

Kitchen Use _____ YES _____ NO If YES add \$50 to Rental Price

Cleaning Deposit: \$200 ***The cleaning deposit is fully refunded pending approval of the building after use.***

Table and Chair Usage: Number of tables needed _____ Number of chairs needed _____

(Chairs and tables are included in the rental fee. However, we are only able to guarantee the number of tables and chairs you request. You will be responsible for set up, clean up, and take down of all chairs and tables used.)

Key Checkout:

Key Number/type _____ Date Checked out _____ Date Returned _____

RULES AND REGULATION FOR THE RENTAL OF THE GREYBULL COMMUNITY HALL

Refund Information:

A refund, less 25% administrative charge, will be given to individuals requesting a refund one week prior to the rental date. No refund will be issued after this time.

FULL PAYMENT IS REQUIRED AT THE TIME OF RESERVATION!!! RESERVATION WILL NOT BE SECURED UNTIL PAYMENT IS RECEIVED!

Organizations or person retaining the building shall pay the replacement cost of any items missing or any damages.

The Community Hall shall be left in the same condition it was received in. All benches, tables, and chairs shall be wiped down. Garbage shall be picked up. The floor shall be swept and mopped following the activity. If the kitchen is used, all food and garbage must be taken out and appliances must be cleaned. I/We take full responsibility for any food prepared and/or served and hereby acknowledge that all food has been prepared and stored according to the rules and regulations set by the state of Wyoming.

If the activity is for minors, chaperones will be required. Smoking is prohibited on the property.

I/We do hereby release the Greybull Recreation District, School District #3, and the City of Greybull from all liability claims and suits of law or equity from any injury, fatal or otherwise, while participating in this activity. By signing this form I acknowledge that I have read and agree to comply with the Community Hall Use Guidelines.

SIGNATURE

DATE

☐ I HAVE RECEIVED A COPY OF AND AGREE TO THE COMMUNITY HALL USE GUIDELINES INITIAL: _____

For official use only:

Deposit Date _____ Deposit Amount _____ Cash _____ Check #: _____
Deposit Return Date: _____ Initial: _____

Please attach a copy of the deposit slip(s) to this sheet. If someone writes a check for multiple programs, please indicate which file has the check.
Please make note of multiple deposits or non payments.



Community Hall Use Guidelines

Organizations or person(s) retaining the building shall pay the replacement cost of any items missing. They will also be held responsible for any damages to the property or equipment, cleaning fees, and repair expenses.

FULL PAYMENT IS REQUIRED AT THE TIME OF RESERVATION!!! RESERVATION WILL NOT BE SECURED UNTIL PAYMENT IS RECEIVED!

Rental Times:

The applicant may only occupy the facility during the agreed upon time frame. Set-up, break-down, and clean-up are included in this time frame. Parties who remain on the property longer than the allotted time forfeit the deposit and may be subject to an additional rate of \$25 an hour with a minimum charge of \$25.

Cleaning Expectations:

1. The Community Hall shall be left in the same condition it was received in. In most cases the Community Hall is cleaned and inspected prior to rentals. If you find something amiss, please alert our staff immediately so you are not responsible for any damages or messes created by others. You can leave a message at the office number (765-9575), as soon as you discover something amiss, with the time and description of the discovery, in the event that it is an afterhours rental.
2. Clean all equipment and restore it to its proper location
 - a. Wipe down and put all tables and chairs away after use
 - b. Return basketball hoops back to their original location
 - c. Put any other equipment away in its proper location
3. Pick up any loose garbage in the rooms used.
4. Sweep the gym thoroughly after each use (use the dust pan to remove debris in addition to just sweeping)
5. Mop up any pop spills or other messes. Mops are located in the closets & rags or cleaning solutions are in the kitchen.
6. Clean all benches of debris.
7. All perishable garbage must be taken to the dumpsters located in the alley behind the Community Hall. All full garbages must be taken out as well. New liners must be placed in the garbage cans. New liners are found in the kitchen under the sink.
8. Vacuum any debris in the conference room. The vacuum is located in the kitchen closet.
9. Before you leave, make sure all lights are turned off and all doors and windows are locked and shut.
10. Please make sure the heat vents are open on the kitchen and conference room (this helps us prevent frozen pipes).
11. Pick up any garbage left around the exterior of the facility.
12. Set all of the thermostats to 65 degrees (during cold months).

Kitchen Cleaning Expectations:

If the kitchen is used, all food and garbage must be taken out and appliances and sinks must be cleaned. The contracted party takes full responsibility for any food prepared and/or served and hereby acknowledges that all food has been prepared and stored according to the rules and regulations set by the state of Wyoming.

Cleaning Fees:

The applicant accepts full responsibility for the condition of the facility. If the facility isn't cleaned properly, the deposit is forfeit. The condition of the facility after use is to be determined by the Recreation Center staff.

Damages: If damages occur to any property, equipment, grounds, etc. the police department will be notified and a report will be filed. Photos will be taken and video footage will be reviewed. The deposit will be forfeit and the responsible party will be notified. A bill will be mailed to the applicant when damage and labor charges have been assessed. The deposit does not count towards any damage charges. Payment is due within 5 business days.

Check Return Fee & Delinquent Payments:

A twenty dollar fee will be added to all checks returned for insufficient funds. Additional fees billed will be due within five business days of receipt. Delinquent payments will be pursued and the applicant will be responsible for all court and filing fees associated with the delinquent payment.

Smoking and Alcohol:

No Smoking is allowed on the premises. Adults who would like to smoke must be off Greybull Recreation District property before doing so. Any tobacco debris left on the facility will result in the loss of the deposit. Alcohol will not be served to minors.

Chaperone:

If the activity is for minors, chaperones will be required. There must be one adult for every 12 minors under the age of 18.

Key Return:

Place the key in the grey drop box located to the left of the office door before you leave the facility.

Helium Balloons:

No Helium Balloons are allowed in the Community Hall. They get caught in the heaters, so please don't bring them.

Refund Information:

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