

# School Group – Recreation Use Request Form

(Albany County District #1 only)

Check one (one form per request please)



**Laramie Community Recreation Center**



**Laramie Community Ice and Event Center**

Name of Individual Requesting: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

School: \_\_\_\_\_

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

Time Requested: \_\_\_\_\_

Facility and Purpose of Request: \_\_\_\_\_

Special Equipment or Set-up needed: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Age of Students: \_\_\_\_\_

**Signature of school official:** \_\_\_\_\_

***This form must be submitted at least two weeks in advance of your requested use and confirmed.***



*This will give Recreation staff time to schedule appropriate supervision, coordinate with other events, and **call or email you to confirm.** Please email this form to*

[parksandrecinfo@cityoflaramie.org](mailto:parksandrecinfo@cityoflaramie.org)

You may call in advance to check availability, but the reservation must be confirmed by a staff member before your reservation is secure.

Recreation Center: 721-5269

Aquatics Office: 721-5221

Ice and Events Center: 721-5265

**\*\*PLEASE NOTE THAT YOUR EVENT IS NOT SCHEDULED UNLESS YOU HAVE RECEIVED A CONFIRMATION EMAIL OR PHONE CALL.**