



Cody Auditorium, Clubroom, Kitchen, & Equipment Rental Request Form

City of Cody Parks, Recreation & Public Facilities

Recreation Center rooms and various City outdoor areas may be rented for activities, meetings and events. If exclusive use and/or after hour usage is requested, additional details will be provided.

Reservations will be reviewed at the regularly scheduled Cody Parks, Recreation & Facilities staff meeting each week. Individual or group requesting reservation will be notified as soon as possible with regards to availability and any costs associated with the reservation.

Thank you!

Today's Date: _____ Request taken by (staff please initial): _____

Contact Person: _____

Organization or Group Name: _____

Address / PO Box: _____

City / State / Zip Code: _____

Telephone #'s: (w) _____ (h) _____

Email address: _____

Title of Event: _____

	Reservation Date Requested	Time (Starting & Ending) <i>Please note specific times for aquatic usage. Additional fees may apply.</i>
1 st Choice		
Alternate in the event first choice is not available		

Facility Assigned: _____
To be completed and approved at the Cody Parks, Recreation & Facilities staff meeting.

Equipment Requested or Special Set-Up Instructions: _____

Other Comments (PLEASE USE BACK IF NEEDED): _____

Fee approved: _____

Date Paid: _____ Staff (please initial when paid): _____

Attached Rec Trac Receipt to Request: _____ (please initial)

TO BE COMPLETED AT STAFF MEETING

Request approved by: _____

Date: _____

Reservation info entered on calendar by: _____

Date: _____

OVER PLEASE.....

Cody Auditorium, Clubroom, Kitchen, & Equipment Rental Request Form

- FOR INDIVIDUALS AND BUSINESSES INQUIRING QUESTIONS MAY BE DIRECTED TO THE PUBLIC FACILITIES DIVISION.
- **HOWEVER IN AN EFFORT TO ASSIST THE COMMUNITY PLEASE COMPLETE THIS FORM WHEN NEEDED AND PLACE IN JAN ECKERT'S MAIL BOX AT THE REC CENTER. JAN WILL CONNECT WITH THE INDIVIDUAL AS SOON AS POSSIBLE REGARDING THE REQUEST.**

Rates Apply to Commercial & Non-Commercial Events

Cody Auditorium \$375 per event

- Event defined - Suggested set-up ½ day, event day, tear down ½ day
- Add'l consecutive extra days \$100 per day
- Consecutive on-going reservations may tentatively be scheduled. Non-peak times will be considered on a case-by-case basis. The City of Cody reserves the right to approve or disallow.
- No charge for government rate except for equipment rental and staff time.
- Additional costs may also apply for other equipment, staff needs, or permits

Cody Clubroom \$100 per event

- Event defined - Suggested set-up ½ day, event day, tear down ½ day
- Add'l consecutive extra days \$50 per day
- Consecutive on-going reservations may tentatively be scheduled. Non-peak times will be considered on a case-by-case basis. The City of Cody reserves the right to approve or disallow.
- No charge for government rate except for equipment rental and staff time.
- Additional costs may also apply for other equipment, staff needs, or permits

Clubroom Kitchen \$100 per event

- Event defined - Suggested set-up ½ day, event day, tear down ½ day
- Add'l consecutive extra days \$50 per day
- Consecutive on-going reservations may tentatively be scheduled. Non-peak times will be considered on a case-by-case basis. The City of Cody reserves the right to approve or disallow.
- Additional costs may also apply for other equipment, staff needs, or permits

Equipment

Tables, 3' x 6', \$3.50 each

Tables, 3'x 8', On-Site Rentals Only, \$3.50 each

Round Tables, 5', On-Site Rentals Only, \$3.50 each

Chairs, \$5.50 per dozen

Bleachers, \$45 each per event

Overhead Projector W/ Screen, \$17 per event

TV / VCR On-Site Rental Only, \$17 per event

Pipe & Drape, On-Site Rental Only, \$2 per Ln. Ft.

10 x 10 Booth, Table, 2 Chairs On-Site Rental Only, \$30

Outdoor Electricity (20 amp 100 volt) \$28 per day per receptacle

Lift Rental, On-Site Rental Only, \$75 per hour – includes fully loaded wages for two City Staff to operate). *Only City Staff is authorized to operate the lift and it is available only at the Cody Auditorium.*

Cleaning Costs if Necessary \$25 per hour

*50% discount on tables and chairs for groups that set and remove all chairs and tables.

PLEASE NOTE THAT OTHER FEES NOT SHOWN MAY BE APPLICABLE.