Conference Room Request Form
3 Ethete Road, Ft Washakie, WY 82514
Phone (307) 335-7330 | Fax (307) 335-7332

Function Date: _____/_____/______ Time Frame: ____:____ AM/PM to ____:____ AM/PM
Event Name/Description: _________________________________________________________
Today’s Date: _____/_____/______

Contact Person
Name: __________________________
Address: _________________________
City: ___________________ State: ____ Zip: ________
Phone :(_____) __________________

Company Name/Billing Address
Name: __________________________
Address: _________________________
City: ___________________ State: ____ Zip: ________
Phone :(_____) __________________

Select Room Option
☐ Conference Room 10A/B $200 Fee
   Tables/Chairs – 60 person capacity
   Chairs Only – 87 person capacity
☐ Conference Room 10A w/Screen $125 Fee
   Tables/Chairs – 36 person capacity
   Chairs Only – 47 person capacity
☐ Conference Room 10B w/Kitchen $125 Fee
   Tables/Chairs – 36 person capacity
   Chairs Only – 47 person capacity
☐ Conference Room 7 $200 Fee
   Tables/Chairs – 75 person capacity
   Chairs Only – 90 person capacity

Number of People Expected at Event: ______
☐ Tables/Chairs
☐ Chairs Only
☐ Other: ____________________________

Total Room Rental Fee: $_____
☐ Paid Cash
☐ Paid Check
☐ Invoice (Staff Approval Needed)
   Date Paid: _____/_____/______
Accepted by Staff (Signature/Date): ______________________
Approved by Staff (Signature/Date): ______________________

Rules for Usage:
1. Intended meeting room use is for meetings, conferences, business, trainings, and workshops. All other functions need to be approved by WRDF Executive Director.
2. Request is not valid until approved by staff. Failure to submit payment will result in the suspended use of the facility.
3. The person(s) signing the rental agreement will be held responsible for damages incurred during rental use.
4. Applicant will be responsible for Room Setup/Tear Down. Anyone utilizing the kitchen is responsible for clean-up and for bringing their own consumables (plates, cups, forks, spoons, coffee, etc….). Facility needs to be left in the condition in which it is found.
5. Functions must be booked in advance and reservation is of the facility is on a first come, first serve basis and entity will be invoiced upon request.
6. Cancellations require a 24-hour notice, or it will result in the forfeiture of the conference room fee.

I have read the above Rules for Usage and will comply with these rules. By signing below I agree to be responsible for any damages incurred during usage.

Signature of contact person: ____________________________

Please ask about our copy machine availability