

Ruthe James Williams Memorial Conference Center
Wyoming Pioneer Association
400 West Center Street • PO Box 1545
Douglas, Wyoming 82633



Facility Usage Agreement

USER requesting use of facility: _____

User address: _____

Contact information: _____

Date of use: _____

Hours of use: _____ to _____ (including set-up and clean-up)

Additional charge per hour (If applicable) _____

Purpose of use: _____

Area used: Meeting Room _____ Kitchen _____ Outside picnic area _____ Cabin _____

Equipment Use: Tables ___ Chairs ___ Sound system ___ Projector ___ Screen _____

Estimated number of persons attending event (Limited to 100): _____

Usage Fee of \$ _____

Cleaning included in Use Fee _____

Set-up fee (setting up tables, chairs, projector, etc.) \$ _____

Damage Deposit \$ _____ (must be provided by separate check prior to use of
Conference Center) Cleaning included in Damage Deposit _____

This Agreement, executed on _____, 2019 is between Wyoming Pioneer
Association (hereafter referred to as "WPA") and _____
_____ (hereafter referred to as "USER")

The use of the facility shall be supervised to assure proper care and use of the facility. For a fee
of \$ _____. It is agreed that all guidelines and rules for the use of the facility will
be complied with and that all damages to the building or its contents resulting

from this use of the facility will be reimbursed to the WPA at the actual cost of repair or replacement.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned USER, (by signature of its representative if an organization), hereby agrees to be fully responsible for all activities occurring during USER's event and use of the Conference Center as well as for the actions of USER's members, guests, patrons, invitee's and spectators.

USER guarantees that the USER shall indemnify, defend and hold harmless WPA and its members, officers, directors, and agents from any and all claims, liability, expenses (including attorney fees), damages and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the USER's use of the Conference Center. The undersigned USER agrees to respond to, investigate, and defend at its sole expense, any claim or alleged claim made against the WPA and its members, officers, directors, and agents arising out of use of the facility.

INSURANCE REQUIREMENTS

If required the USER shall provide the WPA with a certificate of insurance naming the WPA as an additional named insured. Such certificate shall show coverage for comprehensive general liability insurance for injuries or death of any person or damage to or loss of property arising out of or in any way resulting from the use of the facility.

____ Certificate of insurance is required
____ Certificate of insurance is not required

GUIDELINES AND RULES

Below are guidelines and rules pertaining to the use of the WPA's facility that *must* be adhered to. Minors must be supervised at all times while using the facility space.

- A fee of \$ _____ per use will be charged to groups wishing to use WPA facility space. The fee prescribed is necessary to cover overhead expenses incurred to make the facility space(s) available to the public.
_____ Fee required _____ Fee waived
- In the event of a meeting requiring beverages only (coffee, tea, lemonade, and/or water) a fee of \$ _____ will be added to use fee. Additional charge for cookies/donuts.
_____ Fee required _____ Fee waived
- **No decorations may be utilized which will in any way damage the walls, ceiling or paint. Nothing is to be attached to the walls such as nails, hooks, tacks, thumbtacks, masking tape/duct tape will be allowed. No use of table confetti, glitter or anything that gets into carpets.**
- The facility space must be left clean and neat when vacated and the arrangement of furniture, equipment, and other WPA property must be put back into their original place. Must have prior permission to move any furniture and/or equipment. Conference table and chairs will not be used or moved unless given permission. If cleaning is included in the Damage Deposit, carpet will be vacuumed and the floor cleaned. Bathrooms must be thoroughly cleaned, all trash emptied to outside dumpster and trash linings replaced. The cleaning fee will be waived providing the facility space is left in its original condition. If additional cleaning is necessary, then WPA will charge against the damage/cleaning deposit,
- and if necessary a minimum cleaning fee of \$25.00 per hour will be charged otherwise.

