



## City of Wyoming Community Center Reservation Form

The Community Center can be reserved for any day of the week or time of day however reservation transactions may only be done during normal business hours Monday through Friday 8:00am-4:30pm. You may pick up the building key the day before the event.

Requested Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ am/pm Departure Time: \_\_\_\_\_ am/pm

Number of participants expected: \_\_\_\_\_ Maximum of 100 person capacity.

- Rental fee for the Community Center is \$25.00 for residents of the City of Wyoming and \$75.00 for nonresidents. A refundable damage deposit of \$100.00 is required. Alcohol is not permitted in the Community Center.
- There is no fee for Civic Groups to use the Community Center however clean up charges will apply.
- Capacity for the Community Center is 100 persons.
- You are responsible for all of your set-up and clean-up.
- Any damages done to property will be the financial responsibility of the named person in charge.

**THERE ARE NO ALCOHOLIC BEVERAGES ALLOWED IN THE COMMUNITY CENTER**

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Group or Organization (if applicable):  
\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

On behalf of myself and the group or organization identified above, I understand the above, and agree to comply with the laws and local ordinances. I further agree to release the City of Wyoming, its elected and appointed officials and employees from any and all liability for personal injury or property damage arising out of or related to the foregoing use of city facilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Office Use Only

Reservation Fee: \_\_\_\_\_ Check# \_\_\_\_\_ or Cash

Building Key Provided: \_\_\_\_\_ Building Key Returned: \_\_\_\_\_