Recreation Center Room 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. Individuals or groups 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: _____

☐ Meeting

☐ Special Event (Please describe) _____

☐ Other (Please describe) _____

In Party: _____ Ages: _____

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

Room / 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)

OVER PLEASE……

TO BE COMPLETED AT STAFF MEETING

Request approved by:

_____

Date: _____

Reservation info entered on calendar by: _____

Date: _____

NOTES…….

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Rental Info	**Commercial / Non Commercial**	
Gymnasium (1)	$300 / $150	$_____
Gymnasium (2)	$600 / $300	$_____
Gymnasiums (3)	$900 / $450	$_____
Multi Purpose Room	$200 / $100	$_____
Conference Room	$100 / $50	$_____
Hallway	$100 / $50	$_____
Aquatic Center	$75 / hour; plus daily fees	$_____
Special Group Rate:		$_____

PLEASE NOTE THAT OTHER FEES NOT SHOWN MAY BE APPLICABLE.

Three new Birthday Party Packages are also available to celebrate your child's special day!

- All party packages are based on a maximum of 10 guests for 2 hours.
- Additional fees will be charged per guest after the maximum. No daily admission fee required for adult chaperones!
- All party reservations must be made at least one week prior to the date of the party and the party must be paid for at the time the reservation is confirmed.

Call 587-0400 or stop by the Rec Center for additional details.

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