

School Group – Recreation Use Request Form

(Albany County District #1 only)

Check one (one form per request please)

- Laramie Community Recreation Center**
- Laramie Community Ice and Event Center**

Name of Individual Requesting: _____

Contact Phone Number: _____

Contact e-mail: _____

School: _____

Date Requested: _____

Time Requested: _____

Facility and Purpose of Request: _____

Special Equipment or Set-up needed: _____

Number of Students: _____

Age of Students: _____

Signature of school official: _____

This form must be submitted at least two weeks in advance of your requested use and confirmed.



*This will give Recreation staff time to schedule appropriate supervision, coordinate with other events, and **call or email you to confirm.** Please email this form to*

parksandrecinfo@cityoflaramie.org

You may call in advance to check availability, but the reservation must be confirmed by a staff member before your reservation is secure.

Recreation Center: 721-5269

Aquatics Office: 721-5221

Ice and Events Center: 721-5265

****PLEASE NOTE THAT YOUR EVENT IS NOT SCHEDULED UNLESS YOU HAVE RECEIVED A CONFIRMATION EMAIL OR PHONE CALL.**