

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: _____

To allow Recreation staff time to plan for your event, this form must be submitted at least two weeks in advance of your requested use and is not approved until you receive a confirmation email.



Please email this form to parksandrecinfo@cityoflaramie.org

You may call in advance to check availability, but PLEASE NOTE THAT YOUR EVENT IS NOT SCHEDULED UNLESS YOU HAVE RECEIVED A CONFIRMATION EMAIL.