



Department Of Fire Prevention & Electrical Safety

MATTHEW H. MEAD
GOVERNOR

LANNY APPLGATE
STATE FIRE MARSHAL

Wyoming Fire Academy Fee List

Original Classrooms (70 students max total):

\$50 per day ½ of classroom – Curtain Drawn
 \$25 per ½ day (4 hours) of ½ classrooms – Curtain Drawn
 \$100 per day entire classroom
 \$50 per half day (4 hours)
 No set-up fee

Conference room:

\$40 per day – Room only no equipment
 \$20 per ½ day (4 hours)
 No set-up fee
 There is no AV equipment in this room. It can be provided at the cost of \$5 per day.

Cap Lee Classroom (120 students max total):

\$100 per day
 \$50 per ½ day (4 hours)
 No set-up fee

Other Service Fees:

Coffee - \$20 per day (bottomless pot, creamer, sugar, and cups provided)
 Photocopies - \$.10 per copy
 Easel Chart Pads - \$10 per pad
 Fax - \$.50 per page to receive

If agencies wish to have food and beverage in the classroom that is allowable but they must leave a \$100 damage deposit. Should no damages occur the deposit will be refunded within 15 days. The only exception to this is drinks brought in to the academy in a spill proof container, or bottled beverages that still have the caps.

Should the room or carpets require cleaning after the course is over, the deposit will be used to cover the costs of cleanup. If this course of action becomes necessary, the next time that the agency requests to use the facility, they must leave a \$200 deposit.

Certificates for classes at the Wyoming Fire Academy will not be released until all fees are collected.

Please return your completed request to the address shown below.

Wyoming Department Of Fire Prevention & Electrical Safety

REQUEST FOR USE OF THE FACILITY

The staff of the Wyoming Fire Academy is pleased that you have requested the use of this training facility. In order for us to schedule your usage, this form **must** be filled out in detail. **WE WILL NOT VERIFY YOUR RESERVATION UNTIL WE RECEIVE THIS COMPLETED FORM. THE USAGE MAY BE CANCELLED IF THIS COMPLETED FORM IS NOT RECEIVED TWO (2) WEEKS PRIOR TO THE SCHEDULED DATE(S).**

Agency _____ Phone Number _____
 Address _____
 Name of Agency Contact _____ Type of Event _____
 Desired Dates of Usage _____ Number of Attendees _____
 Arrival Date _____ Time _____
 Departure Date _____ Time _____

AUDIOVISUAL RESOURCES

Please indicate your anticipated resource needs. If you do not reserve the resource now, it may be unavailable for use due to other scheduled demands.

Overhead Projector ____
 VCR / DVD (circle one)
 Slide Projector ____
 PowerPoint 2003 ____
 Easel Chart ____ (Number of easel charts)
 Other Resource Needs: _____

AGREEMENT

In making this request to use the Wyoming Fire Academy facilities, the user agency represented by the undersigned agrees to:

1. Notify and require compliance to the Academy's rules, regulations and guidelines by all individuals attending, teaching, and coordinating the usage.
2. Accept the liability for injury or death of the user's representative(s), Wyoming Fire Academy staff member(s), or any other person(s) as a result of the negligent or malicious acts of any individuals involved in the usage.

For WFA Use Only –

Received By	Date Received	Approved By	Date Approved	Facility Assigned	Coordinator