



American Heritage Center Space Use Request and General Reservation Policies

1000 E. University Avenue, Dept. 3924, Laramie, WY 82071 (street location: 2111 Willett Dr.)
307-766-5066 (public use reservations) e-mail ahc@uwyo.edu

The primary purpose of the American Heritage Center is to function as an archive and rare books library, serving researchers, students, and visitors. Requests for use of AHC public areas for meetings, lectures, seminars and conferences will be considered on an individual basis and are subject to approval by AHC Administration. Collection care, security, and service is the primary mission of the AHC.

Eligible Groups—UW departments, Recognized Student Organizations, faculty or staff work-related activities and Wyoming state agencies working with UW departments. All other groups must be affiliated with the AHC, or be partnered in collaborative work with the AHC. The AHC cannot accommodate any request that interferes with its regular patrons/programs. Food and drinks must be arranged thru UW Catering. AV assistance and computer needs must be arranged with UW Information Technology or outside vendors. Public use rooms are not available for wedding receptions, family gatherings, private parties, or organizations outside UW. All groups must have a designated leader who is prepared to lead and accommodate building evacuations in the event of a fire or other needed situations.

Meeting rooms are available for use between 8:30 am and 4:30 pm. Guests may enter the building at 8am for set up and must exit the building by 5pm. Security charges will be incurred if guests, sponsors, and/or catering services have not completely exited the building by 5:00 p.m. The Loggia is available only outside of archive business hours.

Event Setup Information

Event Date:	
Event Name:	
Sponsoring Organization:	
Contact Person:	
Billing Address:	
Contact Telephone Number:	
Contact Email Address:	
Number of Attendees:	
Event Start Time:	Catering set up time:
Event End Time:	Catering end time:
AHC Room Required:	
Group’s emergency evacuation coordinator (Name and phone):	

Available spaces:

Wyoming Stock Growers’ Room (2nd Floor). One-half of room set up in centered conference table arrangement with 18-20 chairs. The other half is set up in audience rows with a capacity for 50 (with an extra rack of 20 chairs in the corner of the room). The room includes a podium with a microphone, laptop and projector, a free-standing projector screen, and wireless data.



AHC Space Use Costs

Facilities Fee - Regular Business Hours (Monday, 8am-7pm; Tuesday-Friday, 8am-5pm; closed Saturday, Sunday)	No facilities fee during regular hours
Facilities Fee - Outside of regular business hours	
Custodial Services	Cost per hour
Security (before 8:00 a.m. and after 5:00 p.m.)	Cost per hour
UW Movers (charged for special event setups and breakdown)	Cost per hour
Penalty Charge (for damages, trash removal, or if room not returned to original set up)	\$250

Cancellation: At least 48 hours notice is needed for canceling events (call 307-766-5066). Parties will be invoiced in full for the event, including penalty charge, if no cancellation notice is given.

Food: Heated foods (including open flames or any other heating element) are not allowed in any part of the AHC. Contact the AHC (766-5066) before choosing a caterer to ensure they are approved to serve on the UW campus. Food tables are set up in designated areas in the Centennial Complex and are not to be moved by booking parties or catering services. **All trash must be removed from the AHC after events.**

Parking: Parking is available in the Centennial Complex lot but attendees must register at the AHC Information Desk (Monday-Friday, 8am-5pm) to avoid parking tickets. Parking is not available during athletic events.

Alcohol Permit: Furnish a copy of signed UW Alcohol Permit to the AHC and to catering service if alcohol is to be served.

Equal Opportunity Report and Response Policy: The American Heritage Center complies with the University of Wyoming EORR policy, and offers facilities to groups that comply with this policy. Diversity, free inquiry & expression, balanced by interpersonal civility has been, and continues to be a top priority of the University of Wyoming. All users of the American Heritage Center facilities must familiarize themselves with the with UW EORR policy, and can visit www.uwyo.edu/report/eorr to read the full disclosure of inclusions. Violations are reported to the UW Title IX Coordinator and my result in denial of facilities use.

I have read the information on this form and accept the terms stated thereon. I accept responsibility for any additional security charges or charges incurred for damage or additional custodial work.

Signature: _____ **Date:** _____

Use approved _____ **Date:** _____

Payment Received: \$ _____ Date: _____ Added to calendar ____ Marketing informed ____