



THE STATE OF WYOMING

MATTHEW H. MEAD  
GOVERNOR

CHRISTOPHER BOSWELL  
DIRECTOR

# Department of Administration and Information

## REQUEST FOR CERTIFICATE OF AUTHORIZATION USE OF STATE FACILITIES

ORGANIZATION:		DATE OF REQUEST:	
CONTACT PERSON:		PHONE NUMBER:	
EMAIL ADDRESS:			
ADDRESS:			
ACTIVITY:		EXPECTED ATTENDANCE:	
LOCATION:			
DATE(S) & TIME(S) OF USE:	START TIME:	END TIME:	
SPECIAL REQUIREMENTS:			

### RULES AND REGULATIONS

All Rules Governing Conduct in State Buildings will be Enforced.  
The Use of Alcoholic Beverages on State Property is Prohibited.  
The Use of Flammables, Explosives, Firearms,  
Candles, etc., is Prohibited.  
Posters, Banners, etc., are Not to be Attached  
to Buildings or Fixtures.  
All other equipment/fixtures (risers, TV, VCR, etc.)  
will be provided by organization(s)/person(s) using facility.  
The Organization will be responsible for reimbursing  
A&I General Services for the cost of any additional services.  
Use of entries and stairways for scheduled activities is prohibited.

REQUESTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_