



# Wyoming Law Enforcement Academy



1556 Riverbend Drive, Douglas, Wyoming 82633  
Phone (307) 358-3617 Fax (307) 358-9603  
www.WLEAcademy.com

## REQUEST FOR USE OF THE FACILITY (Wyoming Law Enforcement Agencies)

The staff of the Wyoming Law Enforcement Academy is pleased that you have requested the use of this training facility. Facility use is based on available training rooms not reserved or in use by Academy basic courses or advanced training schools.

This usage request form consists of four pages and this form **must** be filled out in **detail**. You will find your training session more productive and problem free, if you will provide us with as much information as possible. It may also prove beneficial for you to discuss your training agenda and schedule with our program staff. They have considerable experience in organizing and facilitating training sessions and would be glad to answer any questions concerning this process.

**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 contact person for your agency \_\_\_\_\_

Address (if different from agency address) \_\_\_\_\_

Phone number (if different from agency number) \_\_\_\_\_

Email Address \_\_\_\_\_

Desired dates of usage \_\_\_\_\_ Number of attendees \_\_\_\_\_

Arrival: Date \_\_\_\_\_ Time \_\_\_\_\_

Departure: Date \_\_\_\_\_ Time \_\_\_\_\_

Users must identify a representative who will be present during the time the facility is being used who will serve as the user's coordinator. Facility use requests without a designated on-site coordinator cannot be approved.

Who will be your on-site user coordinator for this training? \_\_\_\_\_

Contact Information if different from person completing this request \_\_\_\_\_

Email Address \_\_\_\_\_

The following pages ask users to indicate specifics regarding training rooms, equipment use, dorm rooms, meals, break refreshments etc. Please be specific in your requests and try to anticipate your needs as best as you can. This will help us insure that we can meet your training objectives - or determine that we cannot and then help you secure a more conducive training environment.

Should you have any questions, need clarification or assistance in completing this form, please contact us at the numbers or address above, or at:

Wyoming Law Enforcement Academy  
Special Programs Section  
Jim Marker, Program Manager  
[jmarke@state.wy.us](mailto:jmarke@state.wy.us)



## TRAINING ROOMS

Please check the appropriate box for the desired training room(s) you will need for the entire length of your training session. We cannot guarantee that your choice will be available, however it may be possible to accommodate your request. Photos and amenities of these training areas can be viewed on our website at [WWW.WLEAcademy.com](http://WWW.WLEAcademy.com)

<input type="checkbox"/> Lecture Hall (without AV equipment)	\$20.00 per day or portion thereof
<input type="checkbox"/> Lecture Hall (with AV equipment)	\$30.00 per day or portion thereof
<input type="checkbox"/> Classroom (without AV equipment)	\$20.00 per day or portion thereof
<input type="checkbox"/> Classroom (with AV Equipment)	\$30.00 per day or portion thereof
<input type="checkbox"/> Meeting Room 1 without AV	\$20.00 per day or portion thereof
<input type="checkbox"/> Meeting Room 1 with AV	\$30.00 per day or portion thereof
<input type="checkbox"/> Meeting Room 2 without AV	\$20.00 per day or portion thereof
<input type="checkbox"/> Meeting Room 2 with AV	\$30.00 per day or portion thereof
<input type="checkbox"/> Seminar Room without AV	\$20.00 per day or portion thereof
<input type="checkbox"/> Seminar Room with AV	\$30.00 per day or portion thereof
<input type="checkbox"/> Gymnasium with mats	\$30.00 per day or portion thereof
<input type="checkbox"/> Gymnasium without mats	\$20.00 per day or portion thereof
<input type="checkbox"/> MPR with mats	\$30.00 per day or portion thereof
<input type="checkbox"/> MPR without mats	\$20.00 per day or portion thereof
<input type="checkbox"/> Technology Resource Center (in addition to standard classroom with AV fee)	\$5.00 per person per day or portion thereof

**Please check the box if you wish to have break-room beverages and/or beverage containers for range use.**

<input type="checkbox"/> Break Room Beverages (Coffee, Lemonade & Iced Tea)	\$1.00 per person/per day (entire group or none)
<input type="checkbox"/> Extra Prepared Beverages # requested _____	\$5.00 per container

### Miscellaneous Fees for Office/Food Service Support:

Photo Copies \$ .10 per copy	Fax (Received) \$ .50 per page	Fax (Sent) \$1.00 per page
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## AUDIO VISUAL RESOURCES

**NOTE: Please indicate your anticipated needs. If you do not reserve the resource now, it may not be available for your use due to other scheduled demands. The Electronic resources are included when using any training room with audio-visual fee.**

Electronic A.V. Resources (check all that apply)

<input type="checkbox"/> Overhead	<input type="checkbox"/> Corel Presentations v. 11	<input type="checkbox"/> PowerPoint 2003
<input type="checkbox"/> VCR/DVD player	<input type="checkbox"/> LCD Projector with computer	<input type="checkbox"/> Tape Player - # _____
<input type="checkbox"/> Slide Projector	<input type="checkbox"/> LCD Projector without computer	

Other A.V. Resources:

<input type="checkbox"/> Flipchart stand - # _____	<input type="checkbox"/> Flipchart pad - # _____	<input type="checkbox"/> New - \$10.00 each	<input type="checkbox"/> Used - \$5.00 each
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## FIREARMS RANGES

If you are requesting the use of a firearm range, please contact the Academy's lead firearms instructor prior to your scheduled use of the range. You will not be permitted to use the range until the planned course(s) of fire are reviewed to ensure safety and to forestall unnecessary damage to the range.

<input type="checkbox"/> Indoor firearms range (WLEA certified firearms instructor provided by user)	\$40.00 per hour, \$160.00 minimum
<input type="checkbox"/> Indoor firearms range (Includes WLEA staff range officer)	\$60.00 per hour, \$240.00 minimum
<input type="checkbox"/> Outdoor firearms range (Static) (WLEA certified firearms instructor provided by user)	\$10.00 per hour, \$40.00 minimum
<input type="checkbox"/> Outdoor firearms range (Static) (Includes WLEA staff range officer)	\$30.00 per hour, \$120.00 minimum
<input type="checkbox"/> Outdoor firearms range (Operational) (WLEA certified firearms instructor provided by user)	\$15.00 per hour, \$60.00 minimum
<input type="checkbox"/> Outdoor firearms range (Operational) (Includes WLEA staff range officer)	\$35.00 per hour, \$140.00 minimum
<input type="checkbox"/> WLEA Targets:	\$.21 each
<input type="checkbox"/> New target backings:	\$.65 each
<input type="checkbox"/> WLEA Shotgun, Rifle, or Handgun rental:	\$10.00 each per day

**Additional Range Supplies:** Check all that apply and will be used during your training session

<input type="checkbox"/> Staple Guns/Staples	<input type="checkbox"/> Steel Targets (handgun use only) (if available)
<input type="checkbox"/> Used Target backings	<input type="checkbox"/> Dummy training rounds (if available)
<input type="checkbox"/> Metal clips for target backings	<input type="checkbox"/> Target Paste

### FIREARMS CONTINUED:

Since these ranges are scheduled by the hour, please be specific regarding the actual dates and actual times for your range use request:

<input type="checkbox"/> Indoor Firearms Range	Dates and Times of Use:
<input type="checkbox"/> Outdoor Firearms Range	Dates and Times of Use:
<input type="checkbox"/> E.V.O Gun Range	Dates and Times of Use:

Name of your designated W.L.E.A. certified firearms instructor: \_\_\_\_\_

**NOTE: A W.L.E.A. certified firearms instructor is required to be present during your training. If you do not have one in your agency, a W.L.E.A. staff firearms instructor will be assigned to you.**



## TRAINING SUPPLIES & EQUIPMENT RENTAL

### CUSTODY AND CONTROL

### CPR & FIRST AID

<input type="checkbox"/> Blue dummies	\$20.00 per day each	<input type="checkbox"/> CPR Manikins # _____	\$5.00 each per day
<input type="checkbox"/> Practice Handcuffs	\$2.00 per day each	*Note - Training face shields are to be used when using our manikins and will be charged one per person for every training participant at .50 each	
<input type="checkbox"/> Cast guns & knives	\$1.00 per day each		
<input type="checkbox"/> Foam Batons	\$1.00 per day each	<input type="checkbox"/> Splints and Bandages (no charge)	
<input type="checkbox"/> ASP Pads	\$2.00 per day each		



## DORM & MEALS

Please check appropriate box for the residential services you require and indicate number needed: **(Please Note: Mandatory 2 people per room)**

<input type="checkbox"/> Meals only (breakfast, lunch and dinner)	\$20.00 per person/per day
<input type="checkbox"/> Lunch only	\$ 5.00 per person/per day
<input type="checkbox"/> Dorm rooms and meals # of males _____ # of females _____	\$40.00 per person/per day
<input type="checkbox"/> Dorm rooms only # of males _____ # of females _____	\$20.00 per person/per day
<input type="checkbox"/> Police K-9 Dorm rooms and meals*	\$55.00 per handler & dog per day
<input type="checkbox"/> Police K-9 Dorm rooms only*	\$40.00 per handler & dog per day

\*WLEA Policy restricts dorm use to those police K-9 handlers who are assigned an active police K-9 and are subject to call out. Other regulations also apply and may be viewed our website at [www.WLEAcademy.com/Facility user program.htm](http://www.WLEAcademy.com/Facility%20user%20program.htm)

If you indicated you require dorm rooms, please complete:

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

If you indicated that you require meals, either with dorms or separately, please complete:

First meal required: Date \_\_\_\_\_ Brkfst \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Last meal required: Date \_\_\_\_\_ Brkfst \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

**NOTE: Two (2) weeks prior to your arrival, you need to provide us a list of names indicating who will be using dorm rooms (include students, instructors and any special pairings).**

**Cancellations:** Room reservations must be cancelled **24 hours in advanced**. Rooms not cancelled will be charged, regardless of occupancy.

**Check Out Policy:** Our check out policy requires rooms to be vacated by **10:00 AM** on the final day of use - unless authorized by Academy staff. Users who have an individual that has not vacated their dorm room by check out time will be charged for an additional day for that room.



## AGREEMENT

In making this request to use the Wyoming Law Enforcement 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. Assume responsibility for, and agreed to pay for, any damage to Wyoming Law Enforcement Academy buildings, grounds, or equipment caused by the negligent or malicious actions of any individuals involved in the usage;
3. Reimburse the Wyoming Law Enforcement Academy for any Academy staff overtime costs incurred as a result of the user's requests to schedule functions after-hours, on weekends, or when the usage (because of numbers or the type of function) extends the Academy staff beyond its normal capacity;
4. Accept the liability for injury or death of the user's representative(s), Wyoming Law Enforcement 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For W.L.E.A. Use Only -**

Approved By	Date Approved	Facility Assigned	Coordinator	Date Conf. Sent