

FACILITIES USE GUIDELINES

Museum at the Bighorns
850 Sibley Circle
Sheridan, WY 82801

Phone: 307.675.1150
Fax: 307.675.1151
Email: info@museumatthebighorns.org

Thank you for considering the Museum at the Bighorns for your upcoming event. It is a beautiful facility with a spectacular view, and, weather permitting, will make a great setting for your event. Since the building is a museum, our first obligation is to the care of our collection and exhibits. Before you make your final plans, however, please be aware of the following considerations. **You will be provided with a copy of your application for reference to these guidelines.**

SCHEDULING: To schedule your event, please contact the museum at 307.675.1150. To avoid confusion, we try not to schedule two activities for the same day, so it is best to make your plans early.

RESERVATIONS: When you call, we will tentatively add your event to our calendar. After we receive the completed form and the reservation fee, we will consider the date confirmed. If we do not receive confirmation within 14 days, we will open the date up to other requests.

COST: There is a graduated rate for the reservation fee based on number of guests attending. Until we receive the reservation fee and completed application, your reservation is not confirmed. The Sheridan County Historical Society Board reserves the right to waive the fees for community/public events on a case by case basis.

REFUNDS: The full reservation fee is refundable if your event is canceled fourteen days or more prior to the scheduled date. Eighty-five percent of your reservation fee will be refunded if canceled within thirteen days of your event. Fifty percent of your fee is refundable seven days before the event and twenty percent is refundable four or fewer days before the event. Weather related cancelations will be addressed by the on a case-by-case basis.

MUSEUM ADMISSION: We invite you and your guests to visit the Museum's exhibits before or during your event if you've selected entry for the gallery space. Museum admission is included in this use fee. In addition to the Museum's exhibits, our Museum Mercantile (gift shop) will be open during your event.

USE AGREEMENT: Persons or entities desiring to use the Sheridan County Museum facilities are required to the fullest extent permitted by law to agree to fully defend, indemnify and hold the Sheridan County Historical Society and the Museum at the Bighorns, its agents, employees, and representatives harmless from any and all liabilities in all respects whether or not any applicable insurance coverage may be

available for any loss or liability, arising from the use of the facility or caused by the User's officers, directors, employees, agents contractors or subcontractors, volunteers, or guests and to indemnify the Sheridan County Historical Society and the Museum at the Bighorns, its agents, employees, and representatives from any such liability or expense.

DAMAGES: You will be held financially responsible for any damages caused by disregarding the guidelines detailed in this memo. This includes (but is not limited to) damage to plants/trees, underground sprinkler systems, audiovisual equipment, as well as the building, museum exhibits, and collections.

WEATHER, SUN, and NOISE: The porch has roll down shades, which will block some road noise and bright sunlight. *However, these cannot be used if it is windy.* Please consider alternate arrangements in case of bad weather. The porch provides ample shade until about two hours before sundown.

FURNISHINGS: At this time, the museum does not have enough folding chairs and tables for your use, so you will have to make arrangements to rent seating for your event. You may set them up in any configuration you like.

SET-UP/CLEAN-UP: You will need to make arrangements for set-up and clean-up within your designated rental timeline. Please notify the museum staff if this is not possible. During clean-up, all garbage should be taken to the dumpster in the parking lot. At the time of your application, a \$100 cleaning deposit will be required, in addition to the facilities use fee. This deposit can be made via check or credit card. Should additional clean-up by museum staff be required after your event, the cleaning deposit will be processed as a payment. If no additional clean-up is required, your check will be returned/ your credit card will not be billed.

FOOD SERVICE: Since there are no kitchen facilities at the museum, all events will need to be catered, or food cooked on site. BBQ grills may be set up in the parking lot or the drive through, *but not on the porch.*

Grills must be placed at least 35 feet from the building. ***Food or drink are not allowed inside the museum gallery.*** Please contact the museum for further information.

WATER: There is a water spigot and hose at the southeast corner of the building if you need water.

ELECTRICITY: Outlets are available only at the east and west ends of the porch.

MUSIC: Any music played or performed must be kept at a reasonable sound level. The museum staff will determine what the reasonable sound level is. Music must be concluded by 9pm unless it is soft ambient music only heard on the porch.

CHANGING: If arriving for a wedding, all participants must come dressed and ready, including the bride. The museum restrooms are not available for use as dressing rooms.

DECORATIONS: No nails, tacks, screws, or adhesives may be affixed to the log structure. However, nylon fishing line may be used to secure decorations to the posts and railings.

CANDLES: No candles, oil lamps, or open flame may be used on or around the Museum facilities.

CONFETTI/BIRDSEED/RICE: Paper or plastic confetti is not allowed. For wedding ceremonies, we prefer that birdseed be used instead of rice.

HANDICAPPED ACCESSIBILITY: Those requiring assistance may use the main museum entrance and access the porch through the west porch door. Please notify staff if this is the case to avoid the alarm sounding.

ALCOHOL: The use of alcohol on the premises is by permission only and proper alcohol-use permits must be acquired from the City of Sheridan. If you would like to serve alcohol during your event, please indicate so on the application. Once your requested use of

alcohol has been approved by the museum, the application is the responsibility of the renter. Once approved by the City, the museum requires a copy of the appropriate permit within seven business days of the event. Should a copy fail to be provided within this timeline the event may be cancelled to the expense of the renter.

SMOKING: The use of tobacco products on the premises is not permitted. This includes chew, snuff, and e-cigarettes.

OTHER MUSEUM VISITORS: If your event is scheduled during the museum's regular business hours, normal museum activities will continue and visitors will be permitted to use the parking lot and visit the museum exhibit gallery and store. The event space, however, will be marked with "Private Event" signage.

HORSE-DRAWN CARRIAGES: If you plan to have a horse-drawn carriage, the carriage may wait in the east drive-thru area. Any horse droppings will need to be removed during the after event clean-up.

Pets/Animals: Pets are not allowed on the museum grounds. All service animals must be vested and it is expected that they be cleaned up after.

GARBAGE: Two large garbage cans will be located on the porch for your use. If these become full, the dumpster in the museum parking lot may be used.

MUSEUM REPRESENTATIVES: Museum representatives will be present during your event, and the areas adjacent to the museum building are under video surveillance at all times. Events outside of business hours are subject to museum staff scheduling and may need to be adjusted to accommodate this.

All activities, including clean-up, must conclude by 10:00 p.m. no exceptions.