



FACILITIES USE APPLICATION

Thank you for considering the Sheridan County Museum for your event. Please read the attached Facilities Use Guidelines prior to reserving the Porch, Parking Lot, and/or Exhibit Gallery at the Sheridan County Museum. If you have not already done so, please call the Museum at 307.675.1150 to confirm that the date you are requesting is available. *In order for your reservation to be confirmed, payment must be received within fourteen days of the contact date below.* Please complete this form and return it, with payment, to the address above.

Organization _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Local/Additional Contact Person _____

Phone _____ E-mail _____

Date of Event _____ Begin Time _____ End Time _____

Purpose of Event _____ Number of Attendees _____

Museum Facilities to be Used (check all that apply): Porch Parking Lot Exhibit Gallery

Meal Arrangements: Yes No Caterer _____

Do you request to serve alcohol? (Requires Museum approval and appropriate City permit) Yes No

Fee Schedule (check one): 1 - 50 guests, \$50.00 51 - 100 guests, \$75.00
 101 - 150 guests, \$100.00 151 - 200 guests, \$150.00

Equipment Desired (check all that apply): Projection Screen Tables Chairs Extension Cords
 Sound System (\$10 rental fee) Digital Projector (\$10 rental fee)

Total Amount Due (Includes facilities use fee and applicable equipment rental fees) \$ _____

\$25 Cleaning Deposit Required: Check Credit Card (provide credit card information below)

Credit Card Number _____ Expiration Date _____ CCV# _____

I have read the Facilities Use Guidelines as provided by the Sheridan County Museum and understand that the attached guidelines and restrictions will apply to my event.

X _____
 Signature of Event Contact Person _____ Date _____

For Museum Office Use Only: Date Received _____ Fee Received _____ / Fee Waived _____
 Added to Outlook Calendar _____ Use of Alcohol Approved _____ Copy of Alcohol Permit Received _____
 Museum Director _____ Mercantile Manager _____ Building/Grounds Supervisor _____ Curator of Collections _____
 Date Canceled _____ Amount Refunded _____ Cleaning Deposit: Applied _____ Returned _____

FACILITIES USE GUIDELINES

Sheridan County Museum
850 Sibley Circle
Sheridan, WY 82801

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

Thank you for considering the Sheridan County Museum 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 (for example class reunions) on a case by case basis.

REFUNDS: The full reservation fee is refundable if your event is canceled ten days or more prior to the scheduled date. Eighty-five percent of your reservation fee will be refunded if canceled within nine days of your event. Weather related cancelations will be addressed by the Sheridan County Historical Society Board 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. Museum admission is included in your 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 Sheridan County Museum, 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 Sheridan County Museum, 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: In most cases, events cannot be held inside the Museum due to space limitations. 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.

AUDIOVISUAL EQUIPMENT: The Museum has limited audiovisual equipment available for a \$10/item rental during your event. Equipment available includes a small sound system with one hand-held and one clip-on wireless microphone, as well as a digital projector. *Please indicate on the application if you would like to use this equipment. Staff will be responsible for setting up and taking down Museum audiovisual equipment.*

FURNISHINGS: At this time, the Museum has a limited number of folding chairs and tables for your use, so you may have to make arrangements to rent additional seating for your event. You may set them up in any configuration you like.

SET-UP/CLEAN-UP: While you may use the Museum's tables and chairs, we ask that you make arrangements for set-up and clean-up. All tables and chairs must be taken down no more than two hours after your event. Please notify the Museum staff if this is not possible. During clean-up, all garbage should be taken to the dumpster behind the building. At the time of your application, a \$25 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 10 feet from the building. *In most cases, 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: The Museum has several heavy-duty extension cords, which you may use. 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.

CHANGING: If arriving for a wedding, all participants must come dressed and ready. 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.

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, we will supply you with the appropriate documents and applications for the City's Various Use Permits. Once approved by the City, the Museum requires a copy of the appropriate permit. Alcohol service must end by 9:00 pm.

SMOKING: The use of tobacco products on the premises is not permitted.

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.

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

MUSEUM REPRESENTATIVES: At least two Museum representatives will be present during your event, and the areas adjacent to the Museum building are under video surveillance at all times.

All activities, including clean-up, must conclude by 10:00 p.m.