

USE POLICY

BIG HORN COUNTY SARPY COMMUNITY HALL

1. Persons wishing to use the building must contact the County Road Superintendent for access to the Sarpy Community Hall, at 665-9860 and the County Commissioners Office for authorization, at 665-9700. Scheduling will be on a first come first served basis.
2. Meals can be prepared in the Community kitchen.
3. No smoking in any of the rooms.
4. Special arrangements for entrance doors will have to be made if no previous agreement with a responsible County employee has been made in advance.
5. Setting up of the meeting room (tables, chairs, etc.) is the responsibility of the persons conducting the meeting.
6. After the meeting tables and chairs must be put back in order. Chair racks are provided.
7. No children should be allowed to run through the facility or to play on the propane tank.
8. All lights must be turned off in the meeting room and restrooms utilized by the attendants.
9. Check to ensure the outside doors are lock and secured after the meeting.

Name of person(s) utilized the room: _____
Agency Name: _____
Address: _____
Telephone Number: _____
Meeting date: _____

PURPOSE:

This section to be completed by County: (Circle one)

Room left in orderly and clean condition: Yes
 No

Comments: