USE POLICY
BIG HORN COUNTY COURTHOUSE MEETING ROOMS

1. Persons wishing to use the building must contact the County Extension Office for the basement Community Room at 665-9770 or the County Commissioners Office for the 3rd Floor Boardroom at 665-9700. Scheduling will be on a first come first served basis.

2. No Full meals are to be served in the Boardroom, although some food may be vailable for snacks or demonstrations. Meals can be prepared in the Community Room.

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 courthouse facility or to play in the elevator.

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: