



Pinedale Library
P.O. Box 489
155 S. Tyler
Pinedale, WY 82471
(307) 367-4114
FAX (307) 367-6722

Big Piney Library
P.O. Box 768
Big Piney, WY 83113
(307) 276-3515
FAX (307) 276-3516
www.sublettecountylibrary.org

Meeting Room Policies

Please remember you are renting a space in a public library which other people are using.

Decorating must be done without the use of tape, staples, nails, thumbtacks, etc. We recommend hanging decorations from the beams in the room and decorating the tables. Do not attach anything to the walls. Artwork must remain in place and untouched. Do not cover or remove any of the artwork.

Scotch tape is allowed on glass and on plastic chairs only. Please remove when done.

Children should be supervised during events. If messes are made (sticky fingerprints on walls or windows, for example), they should be cleaned up.

Be sure to allow enough time for setup and cleaning when the reservation is made. The room must be cleaned and vacated by the end of the reservation time.

Cleaning includes:

- Put away tables and chairs
- Sweep the floor
- Clean up spills
- Wipe down the counters and sink
- Empty trash cans - our dumpster is located on Charles Street
- Clean the windows and walls if handprints or spills have occurred
- Check bathrooms and pick up if necessary
- Remember to check outside spaces and clean up as needed

Events occurring later than 10 pm must be respectful of the neighborhood and turn music volume down after 10 pm. Please limit outside activity after 10 pm.

Sunday reservations: Please call the library to discuss Sunday room use. Sunday reservations will be accepted on a case by case basis. A \$250 cleaning fee applies to Sunday reservations in addition to any reservation fees.

All entrances and hallways must remain open, unobstructed and available for use by others when the library is open. Do not block the hallway or lock the south doors.

Patrons reserving the room for events that begin or end when the library is closed must pick up a key and alarm code prior to their event. After hours responsibilities include ensuring doors and windows are locked, turning off lights, and activating the alarm.