



**Best
Western®**

GUEST DIRECTORY

Sheridan Center
Sheridan, Wyoming



Guest Information

CHECK-IN TIME 3 PM
CHECK-OUT TIME 11 AM
Front Desk open 24/7; 365

Telephone Dialing Instructions

Emergency.....911
Office.....Dial 0
Guest Room.....Dial 2 +Room Number
Local Information.....9 + 1411
Local Calls (free).....Dial 9 + Local Number
Toll Free.....Dial 9 + 1 + Number

Long Distance

Long Distance Info.....9 + 1 + A/C + 555-1212
Bill to Room.....Dial 9 + 1 + A/C + Number
Credit Card or Collect.....Dial 9 + 0 + A/C + Number

Guest Services

Business Center
Open 24 hours

Catering/Banquet Office.....7268

Complimentary Services

Children 16 and under stay free in the same room with parent(s).
Various personal care items are available at the front desk.
Complimentary toiletries are also available at the front desk.

Copy Machine

Copy machine is located at the front desk, charges may apply.

Fax Machine

(307) 672-3018. Incoming faxes and outgoing charges may apply.

Fees

Pets- Unregistered pets will be subject to a \$250 fine and/or the pet fee and a damages fine.
All guest rooms are Non-Smoking. Any violation of this are subject to a \$250 fine.

Services

Housekeeping.....Daily 8am - 3pm.....7201
Lost and Found.....Daily 8am - 3pm.....7201

Ice and Vending Machine

Ice machine, drink vending machine located in every building.
Bottled water is available from vending machines.

Laundry Machines

Located in the Val Vista Building and the Lodge building. Change available at the front desk along with soap & dryer sheets. Washer/dryer \$1.50 each.

Local Laundry service available

Monday-Friday at \$1.50 per pound. Please drop off at the front desk the night before. Returned to front desk by 5pm.

Lounge

The Bistro307 Wood Fired Grill is open
Call (307) 655-8088 for more information.

Luggage

Luggage assistance is available from 7:00am to 11:00pm. Please contact the front desk for assistance. Luggage storage is available at the front desk 24 hours a day.

Message & Wake-up Calls

Messages are indicated by a flashing light on your telephone.

Hotel Message Center Instructions:

The Hotel Message Center provides you with:

- 24-hour accessibility to messages
- Accurate day, date and time stamp

Wake-up calls.....dial 0 for set up

To retrieve your messages, press.....400

You will then be prompted to press:

- For assistance.....0
- To hear messages.....1

After retrieving your messages, you can:

- Replay message.....1
- Delete.....3

Alarm clocks also in each guest room for wake-up service.

Breakfast

7 Days a week. Check with the front desk for hours & services.

Safe

Available at the front desk to guests without charge. The hotel cannot be held responsible for valuables left in your room.

Swimming Pool

The indoor pool is open year-round 7:00am - 10:00 pm. No lifeguards on duty. Parents are required to be present at all times, while their children are in the pool area. Dial..0. Please be advised that the Wyoming State Regulations are posted. No food items are permitted in the pool area.

Sheridan Center

612 North Main Street, Sheridan, Wyoming 82801 P: (307) 674-7421 Email: reservations@sheridancenter.com

Each Best Western * branded hotel is independently owned and operated.

Wyoming State Laws Public Swimming Pools

Lifeguards, Lifesaving Equipment; Ladders, Recessed Steps; Diving Boards; Slide, Flumes and Safety Related Requirements.

In a limited use pool, a responsible person at least eighteen (18) years of age must be present.

No person suffering from a communicable disease transmitted via water or under the influence of an intoxicating liquor or drug shall use the pool.

No person shall take food or drink inside the pool enclosure except in an area specifically designated for such use. Food and drink shall be permitted only in designated areas away from the pool, spa or similar installation water. No person shall bring, throw or carry food, drink, smoking material, trash, debris or any other foreign substance into the pool.

No person shall run or engage in horseplay in or around the pool.

Fire & Safety

The hotel is protected by fire prevention devices and alarm systems. Please make yourself aware of the fire emergency procedures listed here to further enhance your safety and security. Your Best Defense Against a Fire is to Plan Ahead.

Locate two exits nearest your room. Then count the doors between your room and exits so you will have a reference point if it is smoky or dark.

When you hear an alarm, ACT, do not simply investigate.

If the fire is in your room, get out and close the door. Alert your neighbors. Once out, report fire.

If the fire is not in your room, leave if you can. First, feel the door. If it is cool, open it slowly and go to the nearest exit. Crawl if there is smoke. Fresher air will be at the floor. Take your keys so you can go back if you cannot use the exits.

If your door is hot, DO NOT open it. Your room may be the safest place to be. Seal all cracks with wet towels. Shut off fans and air conditioners. Signal from your window. Call the fire department and wait to be rescued.

Travelers Safety Tips

Hotels today are special prey for the professional thief. Do not leave cash, credit cards, jewelry, traveler checks, negotiable securities or other valuables in your room when you are away. No hotel is Burglarproof. We cannot assume responsibility for stolen articles. Please follow these simple steps:

Don't answer the door in a hotel or motel room without verifying who is there. If a person claims to be an employee, call the Front Desk and ask if someone from the staff is supposed to have access to your room and for what purpose.

When returning to your hotel or motel late in the evening, use the main entrance of the hotel. Be observant and look around before entering parking lots and before leaving your vehicle.

Close the door securely whenever you are in your room and use all of the locking devices provided.

Do not needlessly display guest room keys in the public or carelessly leave them on restaurant tables, at the swimming pool or other places where they might be stolen.

Do not draw attention to yourself by displaying large amounts of cash or expensive jewelry.

Do not invite strangers to your room for any reason.

Place all valuables in the hotel or motel safe deposit box.

Do not leave valuables in your vehicle.

Check to see that any sliding glass doors or windows and connecting room doors are locked.

If you are traveling with children, provide adult supervision at all times.

If you see any suspicious activity, please report your observations to the management.

Carbon Monoxide Safety Tips



WARNING

Carbon Monoxide is a colorless, odorless, poisonous gas, and exposure can be fatal. Your room is equipped with a carbon monoxide detector.

Symptoms of carbon monoxide exposure may include:

Headache	Vomiting
Fatigue	Blurred vision
Weakness	Dizziness
Nausea	Loss of muscle coordination
Shortness of breath	Collapse
Confusion	Loss of consciousness ¹

What to do if a carbon monoxide alarm is sounding or if you experience any symptoms of carbon monoxide exposure:

- Never ignore a carbon monoxide alarm that is sounding.
- Immediately move outside to fresh air.
- Advise the hotel front desk.
- Call 911, emergency services, or the fire department.
- Do a head count to check that all people in your party are accounted for.
- Do not reenter the premises until the emergency services responders have given you permission.²

¹ Source of symptom list: Consumer Product Safety Commission & Mayo Clinic.

² Source of recommended responses to sounding alarm or symptoms: Consumer Product Safety Commission.

Best Western Sheridan – Channel Lineup

Channel	Location	Channel	Location
2	NBC	22	NFL NETWORK
3	ABC	23	COMEDY CENTRAL
4	CBS	24	DISCOVERY
5	FOX	25	FX
6	CW	26	FOOD NETWORK
7	PBS	27	HGTV
8	MSNBC	28	A&E
9	CNN	29	CARTOON
10	CNBC	30	AMC
11	FOX NEWS	31	BRAVO
12	HLN	32	HISTORY
13	ACCU WEATHER	33	NAT GEO
14	ESPN	34	MTV
15	ESPN2	35	E!
16	FOX SPORTS 1	36	TLC
17	TBS	37	LIFETIME
18	TNT	38	HALLMARK
19	USA	39	DISNEY
20	PARAMOUNT	40	SYFY
21	GOLF CHANNEL	41	TRUTV



Guest WiFi Access Information:
 Network Name: BWSheridanCenter
 Password: go.get.rewarded

Trouble getting connected? Dial "0" or call 1-855-242-5234