



SHELBY COUNTY COMMISSIONERS

Courthouse Grounds Use and Request Permit

(To be submitted 30 days prior to event.)

I. REQUEST FOR USE:

A. Requesting Organization: _____

B. Starting Date and Time: _____

C. Ending Date and Time: _____

II. BASIC INFORMATION:

A. Responsible Person:

Name _____

Address _____

Telephone Number _____

Email Address _____

B. Will activity be open to public? _____ (Yes) _____ (No)

C. Will restrooms be needed? _____ (Yes) _____ (No)

D. Will electricity be needed? _____ (Yes) _____ (No)

E. Will admission be charged? _____ (Yes) _____ (No)

a. If admission is charged, what will the proceeds be used for?

F. What is the intended use or purpose of using the courthouse grounds?

G. Brief description of any equipment being brought in to be used on courthouse grounds, including tents, tables, stage, etc.:

H. Does organization have in-force public liability insurance policy?

_____ (Yes) _____ (No)

I. If yes, what are the limits of liability?

Bodily Injury \$ _____ Property Damage \$ _____

III. RULES GOVERNING USE OF GROUNDS BY COMMUNITY GROUPS:

A. All activities will be scheduled with the County's interest as primary. There after scheduling shall follow precedence as such:

1. County Departments and Agencies
2. County employee affiliated organization
3. Federal/State requirements
4. Authorized non-profit organizations.

B. No drinking of alcoholic beverage or use of illegal substances is permitted.

C. Activity shall be restricted to that use for which permission is granted.

D. The using organizations may be required to furnish public liability and property damage insurance with limits at least equal to those as follows:

- a. \$2,000,000 General Aggregate
- b. \$2,000,000 Products and Completed Work Aggregate
- c. \$1,000,000 Personal and Advertising Injury
- d. \$50,000 Fire Damage Limit
- e. \$5,000 Medical Expenses Limit

E. A Certificate of Insurance, with proper limits of liability, shall be submitted with the permit application as evidence of insurance coverage at least three days in advance of the event and must designate both the using organization and the County (legal name) as insured. The absence of such certificate may preclude use of the grounds.

F. This permit is revocable at any time by County Commissioners or their designated representative; County Clerk or Maintenance Supervisor.

G. No reservation will be made until this application is returned and approved by the County's authorized administration official as listed in item F. Request must be submitted thirty (30) days prior to event date for approval.

H. Requested event needs are subject to fees and approval by the Maintenance Supervisor.

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations. We (individually, and as an organization) will assume full financial responsibility for any and all damages done to Shelby County property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify and defend the above-named County against any loss, damage or expense of any kind, which said County may sustain or incur due to use of the above described building by our organization and we will further hold said County harmless for loss of any kind in connection therewith.

Signed: _____ (Requesting Officer)

Date: _____

Approved _____ NOT-Approved _____

Signed: _____ (County Official)

Date: _____

Please submit this request to the office of The Shelby County Commissioners 129 E. Court St. Sidney, OH 45365.

Please contact the Shelby County Maintenance Supervisor Chris Roediger at (937) 538-1024 for final arrangements.