

**Application for Use of County Facilities/Grounds**

Date of Application: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Is sponsoring organization non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_

Organization Representative:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email for sending application status updates: \_\_\_\_\_

Approximate number of people expected: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Is this a recurring use: Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, how often? \_\_\_\_\_

Will you be setting up any audio/sound equipment/audio visual? \_\_\_\_\_

Will you require County audiovisual/light technician? \_\_\_\_\_ How many hours? \_\_\_\_\_

Will you require County staff for event? \_\_\_\_\_

Power Requirements for Applicant supplied equipment: \_\_\_\_\_

Time of use: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Do you require additional time to setup and take down meeting area: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify how much time prior to event you will need:

Setup \_\_\_\_\_ minutes Take Down: \_\_\_\_\_ minutes

Certificate of Insurance included with application: \_\_\_\_\_ Yes \_\_\_\_\_ No

I, \_\_\_\_\_, representing the above-named organization, assume full responsibility for the above-requested facility and declare this activity to be in compliance with County regulations, fire codes and applicable laws.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representative

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**FOR COUNTY USE**

Application approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_

Fees Due (if applicable): \_\_\_\_\_

Comments regarding facility use:

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\_\_\_\_\_  
Director of Public Works/Facility Manager

<b>FEE SCHEDULE</b>				
Village Building Auditorium	\$250.00/day	\$350.00 (2 day)	\$450.00 (3 day)	Non-profit \$50/day
Sound equipment c/w Technician \$30/hr.				
Village Building Conference Room	\$50.00/day	\$75.00 (2 day)	\$100.00 (3 day)	Non-profit \$25/day
Fighting Creek Park Large Shelter	N/C			Non-profit N/C
Fighting Creek Park Small Shelter	N/C			Non-profit N/C
Library: Must be scheduled & booked directly through the Library- Marianne Hill, 598-5670				

Please Note Occupancy Limits:

Village Building Auditorium	325
Village Conference Room	40

**INCIDENT REPORT**

**DATE** \_\_\_\_\_

**INVOLVED PERSON (S):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO. (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_

**LOCATION OF ALLEGED INCIDENT:** \_\_\_\_\_

**DESCRIPTION OF INCIDENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE AND TIME:** \_\_\_\_\_

**PROBLEMS:** \_\_\_\_\_

**REPORTED BY:** \_\_\_\_\_

**ORIGINAL TO INSURANCE AGENCY:** \_\_\_\_\_

**ATTACHMENTS? \_\_\_\_\_ PAGES**