

AGREEMENT FOR USE OF MARSHALL COUNTY GROUNDS

Reservations: All requests for the use of the County grounds must be received at least thirty (30) days prior to the event. Reservations are not taken unless accompanied by a completed application. Payment is requested with application/reservation. All events on the Courthouse grounds must end no later than 10:00 pm unless otherwise authorized by the Board of Supervisors.

Name of Organization/Individual Renting:	Name or Purpose of Event:
Location of Event, submit site drawing with agreement:	
Set Up Date:	Take Down Date:
Set Up Time:	Take Down Time:
Primary Contact Name	Primary Contact Day Phone:
Primary Contact Street Address:	Primary Contact City:
Primary Contact Email:	
Secondary Contact Name:	Secondary Contact Day Phone:
Secondary Contact Email:	

Type of Organization: For Profit / Non-Profit

If authorized by the B.O.S., you may be exempt from the damage deposit fees listed below.

Damage Deposit: If applicable, the damage deposit fee must be submitted to the Board of Supervisor's office 10 days prior to the event or the reservation will be cancelled.

Please check <u>all</u> requested	Requested Use	Deposit (refundable)	Available upon request (non-refundable)
	Ground Usage-specify hrs _____	\$100.00	
	Electrical Usage		\$50.00
	Water Usage		\$25.00
TOTAL CHARGES		\$	\$

(Two checks must be submitted, one for damage deposit and one for usage fee, if applicable)

Signatures:

Organization Representative.

I agree to abide by **Permit Conditions** listed on page 2.

Date

Board of Supervisors, Chair

Date

Insurance: All organizations are required to submit to the Board of Supervisors a **Certificate of Insurance** listing Marshall County as an "Additional Named Insured" with this application. Minimum coverage must be \$1,000,000 per occurrence general liability insurance.

Date Fee paid:	Receipt Number:
Amount paid:	Check received from:
Date Approved by Supervisors:	Rev #

Permit Conditions:

- Should damage to the grounds, utilities or facility occur, damages are assessed to the group and the group may not be allowed to use the grounds again.
- Missing or broken items will be charged at their replacement value.
- If the grounds are not left in an orderly fashion, you may be charged additional janitorial fees.
- Grounds must be cleaned up the day of the event following activities.
- Rental deposits will be returned within a week following the event upon compliance with this agreement and inspection has been completed and approved as satisfactory.
- Set up and clean up shall be the responsibility of the reserving organization.
- Rental time includes set up and clean up by the organization.

Permitted Uses:

The grounds are intended for use by communities within Marshall County. Use will be given to educational groups, youth groups and civic and community groups.

Non-Permitted Uses

The use of alcoholic beverages is prohibited, unless permitted by the Board of Supervisors.