



Whitley County Board of Commissioners
Whitley County Government Building
220 West Van Buren Street, Ste. 101
Columbia City, IN 46725

REQUEST/PERMISSION TO USE COUNTY FACILITIES

Today's Date: _____ Email Address: _____

Name: _____ Telephone Number: _____

Organization: _____ Approx. Number of Participants: _____

Address: _____ Purpose: _____

Facility Requesting to Use: _____

Date Requested: _____ Times Requested: _____

Terms/Conditions: The above listed agency or person(s) will be financially responsible for any building or property damage or vandalism, including but not limited to, all buildings, gazebo, monuments, sidewalks, trees, shrubs, lawn, fence and any equipment located on the property. This includes any writing on the buildings, steps, arches, monuments, signs, benches, gazebo or sidewalks. No hanging, mounting, posting, stapling or taping to building(s), steps, arches, monuments signs, sign post, trees, benches, gazebo or sidewalks. No digging, scraping, spraying or burning in, on or around shrubs, trees or lawn and landscape beds. No access or storage in on or around mechanical equipment on west side of the Courthouse. No driving on the Courthouse lawn. Agency or person(s) will also be required to pick up any trash or debris left from the event and to put things back the way they were found.

Parking around the Courthouse after 5:00 p.m. is permitted. No parking or blocking access to the asphalt drive on the west side of the Courthouse.

There is a County supplied electrical hook-up located on the inside east support post of the gazebo which is a 20 amp GFCI receptacle, load capacity, approximately 16-18 amps. Any other electrical needs will need to be coordinated with the Columbia City Utilities Office at 248-5100.

In signing this document, you acknowledge and agree to abide by the terms/conditions listed above.

Applicant Signature: _____ **Date:** _____

_____ Consent **GRANTED**

_____ Consent **DENIED** for following reasons: _____

WHITLEY COUNTY BOARD OF COMMISSIONERS

CHAD BANKS

DATE

ROB SCHUMAN

THERESA BAYSINGER