

**RULES FOR USE
OF BENTON COUNTY COURTHOUSE GROUNDS**

1. The courthouse grounds will be available for use by civic organizations, schools, or government organizations for specific events as set forth in the Application for Use. Separate uses must be submitted on separate applications.
2. The courthouse grounds is defined as any part of the county's property commonly known as the courthouse square, including but not limited to the building, lawn and sidewalk.
3. Use of the courthouse grounds requires approval of the Board of Supervisors. The courthouse building will generally not be included in any approval of use unless specifically requested and approved by the Board of Supervisors.
4. A representative of the applicant shall meet with the Benton County Board of Supervisors to discuss the event and obtain prior approval.
5. The County is not responsible for any equipment, supplies, materials or other items owned or used by a civic organization, school, and/or governmental organization for the event. Equipment, supplies, materials, or other items must be removed within 24 hours of the conclusion of the event.
6. The County will provide electricity for pre-approved activities at no cost to the organization. The County reserves the right to charge for electricity and water if at any time the Board of Supervisors, at their sole discretion, determines that the usage is excessive.
7. The courthouse restrooms are available to the public only during normal business hours.
8. An application form shall be signed by the responsible party acknowledging responsibility for the payment of any damages that might occur to the County building/grounds during the designated event.
9. The courthouse grounds shall not be used for any unlawful purpose.
10. The use of the courthouse grounds shall not interfere with normal county government operations or with normal public access to the courthouse during business hours (Monday through Friday 8:00 am until 4:30 pm and 6:00 pm on Thursdays).
11. No more than 50% of the courthouse grounds shall be used for the designated event.
12. No animals (except service animals) or vehicles, including but not limited to motorized vehicles, golf carts, and trailers, are allowed on the courthouse grounds. Vehicles may be on the courthouse grounds for the set-up and tear-down of the activity, but must be

removed immediately upon completion of set-up and tear-down. Damages caused by vehicles on the courthouse grounds shall be repaired by the county and invoiced to the applicant.

13. No alcoholic beverages are allowed on the courthouse grounds.
14. No weapons are allowed on the courthouse grounds.
15. No smoking is allowed on the courthouse grounds.
16. Loud noise, music, or other activities conducted on county grounds that disrupts county business or adversely affects surrounding areas are prohibited.
17. Nothing shall be placed on the courthouse grounds that could be harmful to grass, vegetation, or trees.
18. Signs, emblems, banners, pennants, etc. may not be affixed to trees, landscaping, signage, furniture, or to the building inside or outside.
19. All entrances and exits shall not be altered and/or blocked in any way during courthouse business hours.
20. The courthouse grounds shall be cleaned by the applicant and returned to their pre-event condition within 24 hours after the designated event or arrangements shall be made to pay the County for the cost of cleaning.
21. An application form shall be signed by the responsible party acknowledging responsibility for the payment of any damages that might occur to the courthouse grounds during the designated event.
22. Any group using the courthouse grounds shall provide the County with proof of an insurance liability policy naming the County as an additional insured in an amount of at least \$1 million.
23. Any applicant using the courthouse grounds and causing damages shall be required to reimburse the County for the cost of said damages. For purposes of this paragraph the applicant is defined as the applicant (civic organization, school, or government organizations) and includes, but is not limited to, event participants, attendees and spectators.
24. The Board of Supervisors reserves the right to refuse use of the courthouse grounds for any event that may compromise the security of the courthouse or the safety of either courthouse employees or the general public.
25. Violation of any of these rules or failure to promptly pay for costs incurred by the county for repairing damage or clean-up may be cause for the County to deny an

applicant's future use of the Courthouse grounds.

26. Holiday Displays: In addition to the foregoing, winter holiday displays shall be approved prior to placement as to type of display, form, size, and location. Such holiday displays may be displayed from November 15th of one year to January 10th of the following year, at which time, all displays must be removed. It is noted that electrical service is limited and will be on a first come/first served basis. However, in the event that the County places a holiday display or lighting on the courthouse grounds, the County's use of electricity supersedes all other displays and is primary. Holiday displays shall not be allowed at any other time of the year.
27. The Board of Supervisors in the exercise of its discretion may grant variances from these rules and requirements for cause shown on a case-by-case basis.

APPLICATION FOR USE OF COURTHOUSE GROUNDS

Date: _____

Full Name of Organization: _____

Type of Function: _____

Date Being Requested: _____

Time of Activity/Event: _____ a.m. /p.m. to _____ a.m. /p.m.

Name of Contact: _____

(Please Print)

Mailing Address: _____

(Street)

_____ () _____

(City/State)

(Zip)

(Phone #)

E-mail Address: _____

Describe special requests below: i.e. if requesting use of courthouse building proper

Completed applications and must be submitted two weeks in advance of the requested date to:

Benton County Board of Supervisors
P.O. Box 549
Vinton, Iowa 52349

Section below to be completed by the Board of Supervisors

Application: Approved Date: _____ Denied Date: _____

Approval/Denial Notification Sent to Requestor: Yes No

Date Sent to Requestor: _____

Notification Sent to Building Maintenance Manager: Yes No

Date Sent to Building Maintenance Manager: _____

Benton County Board of Supervisors

