

## Permit Application

(Please fill out completely.)

This form may be completed using Microsoft Word or filled out by hand.)

Organization:

Event Name:

Contact Person:

Street Address:

City:

State:

Zip Code:

Daytime Phone: (    )

Cell or Alternate Phone: (    )

Fax Number: (    )

E-mail Address:

### Activity Description

Be Specific – Describe below or attach a separate sheet if necessary.

### Courthouse Square

Describe specific location you are requesting use. Include written description below and/or attach a facility map with specific location designated.

Facility: Courthouse Square

### Activity Date(s) and Time(s)

Event Date:

Start Time:

End Time:

Setup Date:

Set-up Time Begins:

If applicable, describe setup using back of page and separate sheets. Examples include: specific type of entertainment, names of performers, and schedule of activities; name of sound company; number and type of vendors; names of companies providing tents, booths, tables and chairs, port-a-lets and dumpsters, etc.

### Number of Attendees

Projected Attendance:

Registration Fee: \$

*Admission Fees Are Not Permitted*

### Courthouse Square Support Requests

*Please indicate below specific activity support requests to be provided by Courthouse Square. User fees may apply.*

Specific Electrical Requirements:

Estimated number of participants:

Have you requested a Courthouse Square permit before?

When?

*By completing this application , you affirm that you have read and agree to adhere to the attached rules and regulations*

### Courthouse Square OFFICE USE ONLY

**Date Application Received:**

**Permit Approved:**

**Permit Declined:**

**Approved/Declined By:**

**User Fees Required:**

**Security Deposit Required:**

**Insurance Required:**

**Contact: Wanda Willis @ 937.477.5268**

# **COURTHOUSE SQUARE RULES AND REGULATIONS FOR USE**

## **EVENTS, RALLY DEMONSTRATION, ASSEMBLY**

Permits are required for all organized activities and events. A Permit Application is available at the Montgomery County Facilities Management Department or online at [www.mcoho.org](http://www.mcoho.org)

Montgomery County will not provide restrooms, tables, chairs, tenting, sound systems, etc.  
Montgomery County will determine support regarding special, community events.

All trash/debris generated must be placed within existing trash and recycling receptacles or removed from Courthouse Square at the close of event.

Sleeping, camping Use of Courthouse Square for lodging or sleeping place is prohibited.

Open fires are prohibited. Cooking and other fires are subject to permit. No free food shall be distributed without County approval. All food items are subject to approval by Public Health.

All use must be safe, sanitary, lawful and not disrupt surrounding commercial operations and residential living areas. Insulting, abusive, threatening, profane or indecent language is prohibited.

## **HOURS OF OPERATION**

Courthouse Square will be made available for permitted, organized activities and events daily from 6:00a.m. to 12:00 a.m. (midnight)  
These hours do not limit pedestrian use of the Square.

## **USE OF VEHICLES ON COURTHOUSE SQUARE**

Delivery and Loading and Unloading of Supplies/Materials: Vehicles delivering equipment, supplies or materials for events or other purposes may unload and/or load on the sidewalk at the base of the ramps  
(Main Street or Third Street) All vehicles must be removed and parked on legal, designated parking areas.

Support Vehicles which serve as a source of supply of products during an event (beverages, ice, first aid, media, etc.) must be placed only in designated areas (see map).

Display vehicles will only be allowed in designated areas (see map). Vehicles must have drip pans placed underneath the engines.

No person shall drive around, cause to be moved or damage any barricade or other barrier (temporary or permanent).

No public parking is permitted on Courthouse Square. Vehicles in violation will be towed.

## **VENDORS AT COURTHOUSE SQUARE**

License agreements for vendors at Courthouse Square require approval by the Board of County Commissioners. Interested vendors may contact the Facilities Management Department for information and license agreement requirements.

## **OTHER**

Law Enforcement agents may order any person violating these Rules and Regulations or subsequent laws and ordinances to leave Courthouse Square.

