

**APPLICATION FOR USE OF:
MADISON COUNTY COURTYARD/MONUMENTAL PARK**

After you have completed this form, please return it to the **Board of Supervisors** by fax: 515-462-5026, or deliver to the Supervisor's Office at the Madison County Courthouse: 112 N. John Wayne Dr., Winterset, IA 50273

Date of Application: _____

Date(s) of use: _____

Time of use (start and end times): _____

Group requesting use: _____

Name of Person Responsible: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Name of Event: _____

Purpose of Event: _____

(community, entertainment, fund raiser, etc.)

Specific areas of Courthouse grounds/Monumental Park you request to use: _____

Is the event open to the general public? Yes No

Number of participants expected: _____

ITEMS YOU ARE REQUESTING COUNTY TO PROVIDE:

LAWN AREA ONLY _____

PORTICO (S) – specify which _____

WATER – state purpose _____

ELECTRICITY – state purpose _____

EXTERIOR RESTROOMS _____

(Name of person responsible for unlocking and locking restrooms) _____

COURTHOUSE KEY _____ \$25.00 key deposit to be returned when key is returned.

Has this group used Courthouse grounds for other events? Yes No

If so, please list functions and dates: _____

A "Certificate of Liability Insurance" is required in the amount of at least one million dollars at the time of the event. Does this group have liability insurance to cover this event?

Yes No

I have read the "Rules For Use of Madison County Courtyard/Monumental Park." I understand that Courthouse grounds/Monumental Park will be left in a clean and neat condition after use. I am liable for all damages, expenses and loss caused by any person who attends or participates in the scheduled event. By signing this application, I agree to defend and hold harmless the County regarding any damage that may occur as a result of this scheduled function.

Signature of Applicant:

Date:

Recommendation by Maintenance Dept: (APPROVE OR DENY) _____

(Signed by Maintenance Dept.)

FINAL APPROVAL BY BOARD OF SUPERVISORS: _____

DATE: _____

Chairperson, Madison County Board of Supervisors

RULES FOR USE OF MADISON COUNTY COURTYARD/MONUMENTAL PARK

1. Use of the courthouse grounds requires approval of the Madison County Board of Supervisors.
2. There shall be a pre-event meeting between County representatives and the party responsible for the event to inspect the grounds and determine the placement of any equipment.
3. The courthouse grounds shall not be used for any unlawful purpose.
4. The use of the courthouse grounds shall not interfere with county government operations or with public access to the courthouse.
5. "Not for Profit" businesses, organizations, and charitable organizations may be granted permission to use the courthouse grounds subject to approval by the Board of Supervisors. (See p. 2: "Principals & Guidelines Used for Supervisors to Approve Courtyard Permit")
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7. No animals (except guide dogs), vehicles, or trailers, are allowed on the courthouse grounds without permission.
8. Camping on the courthouse grounds is prohibited.
9. Fires are not allowed on the courthouse grounds without permission.
10. Nothing shall be placed on the courthouse grounds that could be harmful to grass, trees, or any other property.
11. Nothing shall be attached to the courthouse without permission.
12. The courthouse grounds shall be cleaned by the applicant and returned to pre-event condition immediately after the designated event.
13. 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.
14. Any group using the courthouse grounds shall provide a "Certificate of Liability Insurance" insured in an amount of at least one million dollars.
15. 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.
16. 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.
17. Violation of any of these rules may be cause for the County to deny an applicant's future use of the courthouse grounds.

Checklist for Applicant:

_____ I have attached a copy of my “Certificate of Liability Insurance” to the Courtyard/Monumental Park Application Form.”

_____ I have signed and dated the “Courtyard/Monumental Park Application Form”

Principals & Guidelines Used By Supervisors To Approve Courtyard Permit Include, But Not Limited To:

- Is it family oriented?
- Does it provide humanitarian service?
- Does it encourage high ethical standards?
- Does it build goodwill?
- Does it support education?
- Does it strengthen our local economy?
- Will it be beneficial?

*****FOR COUNTY USE ONLY*****

Date Permit Application Received: _____

Date “Certificate of Liability Insurance” received: _____

Approved by the Board of Supervisors on (date): _____
