

Forest County Courthouse Square Usage Policy

PURPOSE:

Forest County Courthouse Square is an area that should be able to be utilized by the public as well as governmental agencies. It is in the best interest of the county to have procedure and policy in place to allow all who wish to use the square an opportunity to use the grounds for events as well as a schedule to keep events from overlapping.

ALLOWABLE USAGE:

The Forest County Courthouse Square will be used for the following purposes:

- Events must have prior approval from a Forest County department, the Administrative Coordinator, County Clerk, or the Public Property Committee.
- Events will be scheduled on first come first serve basis, depending on availability. Forest County departments or committees shall have priority if a scheduling conflict arises.
- Events by an outside agency or public entity must give 20-day notice of an event.

SCHEDULING:

To reserve the usage of the courthouse square, the user must contact the County Clerk's Office.

PRIORITIZATION:

Priority for grounds usage shall be as follows, with first named as the highest priority to the lowest priority:

- County, state, or federal governmental agencies conducting official business.
- Forest County Committees
- Forest County Departments
- Forest County Employees
- Non-County entities such as the Chamber of Commerce and Economic Development
- Any other entity or public person/persons for the purpose of anything not government related

SET-UP, EQUIPMENT, ELECTRICITY, GARBAGE DISPOSAL, & PORTABLE TOILETS:

The responsibility of set-up, equipment, electricity, garbage disposal, & portable toilets rests solely on the User such as the agency or public person/persons using the facility. The County does not own rights to the outside electricity on the grounds. When electricity is needed for an event the User will have to contact the Crandon Lions Club for their approval. The space being utilized must be returned to the same state and condition it was in prior to usage. All garbage must be removed immediately following the event. All portable toilets must be removed within 24 hours of the event. Any equipment or items, such as picnic tables, chairs, etc. that may be County property must be returned to the original state after the event, and usage of such must be approved by the County Clerk prior to usage.

ALCOHOL AND TOBACCO:

No alcohol shall be served, consumed, or brought onto County property. Smoking on the premises is only permitted in the designated smoking area.

FINANCIAL AND OTHER OBLIGATIONS:

Forest County does not charge for usage of its courthouse square, but if the area used is not restored to its original state after usage, the User will not be permitted to use the square in the future for any type of event, and if damage should result from usage a charge will be imposed to cover the cost of damages.

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COUNTY OBLIGATIONS:

The county allowing agencies, person/persons the use of its square in no way requires them to furnish any applicant with any service or electricity, supplies, equipment, garbage disposal, or portable toilets. The County also reserves the right to inspect on demand any and all equipment used on the square, and if it is found to be unsafe to the public or have the potential for damage to the grounds, the County may prohibit its usage.

LIABILITY, INJURY AND LOSS:

- County does not guarantee square space, equipment, electricity, or set-up.
- County is not responsible or liable for any loss, theft, damage to property, injury to or death of user or any person/persons on or about the square during the time of the agreement to use the property square, and the user agrees to indemnify, defend and hold the County harmless therefrom.
- The User agrees to carry Comprehensive General Liability insurance, insuring County and User against damage or injury to property or persons or loss of life arising out of the use and occupation of the square in an amount not less than \$1,000,000 for any one person and \$1,000,000 for any one occurrence and shall furnish a certificate evidencing such insurance coverage to the County no later than ten (10) business days prior to the usage of the square.

FACILITY USAGE POLICY ACKNOWLEDGMENT:

User acknowledges receipt of a copy of the Courthouse Square Usage Policy and agrees to abide to each of its' terms.

IN WITNESS WHEREOF, the parties have executed this Usage Agreement on the dates indicated below.

Date/Dates: _____

COUNTY:

Forest County, Wisconsin

By: _____
County Clerk, or Designee

Dated: _____

Guarantee:

In consideration of the County's agreement to make its' Courthouse Square available for this use, the undersigned guarantees to follow all under this Agreement.

By: _____

Dated _____

(Print Name) _____

Address: _____