

Date of Application:	
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Permit No.	
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Jefferson County Courthouse
 320 S. Main St, Rm 111
 Jefferson, WI 53549
 920-674-7101

County Facility and Grounds Permit Application/Approval

The Jefferson County Board of Supervisors has adopted (Resolution No. 2011-58) a Jefferson County Grounds Use Policy governing the non-government use of County facilities and grounds. A copy of this policy is made part of this application/permit form. By signing this form, the applicant agrees that he/she and any group of people being represented by the applicant shall adhere to all of the terms of use in the Policy. Applications are due at least four weeks prior to the event date.

Applicant Name:			
Represented Group Name:			
Applicant Address (Street):			
(City, State, Zip):			
Applicant Phone Number:			
Group Tax Exempt Number:			
Name and Purpose of Event:			
Facility Requested:			
Room Requested:			
Expected Number of People:			
Date(s) of Event:			
Time of Event:	From:	am/pm	To: am/pm

Application Fee: \$50.00

The application fee is due upon submission of this form. Application forms will not be accepted without payment of the fee. Checks should be made payable to: Jefferson County Treasurer. All fees are non-refundable unless application is withdrawn in writing at least 10 calendar days in advance of the event date.

Security Deposit: \$50.00

The security deposit is due upon approval of the permit application form. A separate check is required for this fee and should be made payable to: Jefferson County Treasurer. The security deposit may be refunded in part or in its entirety, after the event is held.

Applicant and represented group agree to indemnify and hold harmless Jefferson County, its officers, employees and insurers from any and all claims for bodily injury, disease, personal injury, property damage or loss of use from damage resulting thereto arising out of or in any way connected with the applicant's/group's use of the property and/or building(s), unless such claim is based on the sole negligence of Jefferson County or its employees. The applicant's security deposit check will be held until after the event ends. The amount of refund will be determined by the County, based upon the cost of any repair for damage caused by the event or for any extra personnel costs incurred, including cleanup or security.

Applicant Signature

Permit Approval

 Benjamin Wehmeier
 County Administrator

Phone: _____

Date: _____

Date Permit Approved: _____

GROUNDS USE POLICY

The Jefferson County Board of Supervisors has adopted the following policies and procedures for non-governmental use of courthouse grounds and other county facilities in order to protect the interest of Jefferson County government, the courthouse, citizens of Jefferson County and the public.

Use. Primary use of courthouse and other county facilities is for the conduct of county government business. Consequently, groups that are part of Jefferson County government will have the sole use of most facility space, and priority to use meeting rooms and other public facility space. Such priority shall be determined by the County Administrator on a case by case basis. Any disputes between various branches of county government shall be resolved by the Infrastructure Committee, time permitting. Otherwise, the determination of the Administrator shall be final.

Non-governmental Use. Nonprofit Jefferson County citizen groups may be allowed to use public areas as long as their use does not interfere with county government functions, operations or business.

Permits. Any person who wishes to use public space must apply for a permit at least four weeks prior to the proposed use. Scheduling is on a "first come, first serve" basis. The applicants are encouraged to apply as far in advance as possible. Applications shall be in a form approved by the Infrastructure Committee and must explain the nature of the proposed activity, display or event. An application fee of \$50 shall be submitted with the application.

All permits shall be subject to the following terms of use:

- (1) The use of any county facility by profit-making groups or for profit-making purposes is generally prohibited. No business, non-profit, or personal organization shall be allowed to solicit business or sell items for profit without the prior permission of the Jefferson County Infrastructure Committee.
- (2) No admission or use fee can be collected by a non-Jefferson County entity for any event conducted on county property.
- (3) No alcoholic beverages shall be served, or consumed in county facilities listed in this policy. No person(s) impaired by alcohol shall be permitted in county facilities.
- (4) Smoking of tobacco products is prohibited in any enclosed building as provided in Wisconsin Statutes §101.123. In addition, the smoking of tobacco products and the use of smokeless tobacco products is prohibited by the Jefferson County Smoke Free Air Act.
- (5) Weapons and firearms are prohibited in all county facilities except as otherwise permitted by the County Weapon Policy.
- (6) Functions occurring in county facilities shall not violate any applicable City of Jefferson, Jefferson County, State of Wisconsin or federal laws, ordinances or regulations.
- (7) The permit holder is responsible for paying all costs in connection with a proposed activity, display, or event, including any costs incurred by the County for services that are in excess of the costs that would be incurred by the County in the absence of the activity, display or event.
- (8) The permit holder assumes responsibility for all activities conducted in connection with the permitted use, including supervision and control to prevent injury or damage; maintenance of the premises in connection with the permitted use; and coordination with the County Administrator.
- (9) The permit holder agrees that any unattended display will be accompanied at all times by a sign clearly stating the name of the permit holder and that the display is a private display that is not sponsored, maintained, or funded by Jefferson County.
- (10)
- (11) The permit holder agrees that it will not in any way, directly or indirectly discriminate against any person because of ancestry, age, color, creed, disability, family status, handicap, income, marital status, national origin, race, religion, sex, sexual orientation or any other status protected by federal, state, county, and city ordinances, policies, procedures, regulations, rules and statutes.
- (12) The permit holder agrees to indemnify, hold harmless, and defend Jefferson County and its agents, employees, officers, and officials against any and all damages or claims that arise because of the issuance of a permit, the permitted use, or the placement of any display, equipment, or other item in connection with the permitted use.
- (13) The permit holder must meet with the County Administrator prior to the commencement of the permitted use to determine the specific placement of any display, equipment, or other item.
- (14) The permit holder is responsible for any damage to the courthouse, courthouse grounds, or county property that arises in connection with the permitted use. The County Administrator will notify the permit holder of any such damage and the cost of repairs.
- (15) The permit holder shall supply a Certificate of Insurance to the County at least three weeks in advance of the permitted use showing coverage of at least \$1,000,000 per occurrence for bodily injury and \$250,000 per occurrence for property damage.
- (16) The permit holder shall pay any extra personnel costs incurred by the County in connection with the permitted use including cleanup after the permitted use ends, or security during the period of use. A \$50 deposit will be required in addition to the application fee to guarantee payment for cleanup costs.
- (17) No signs, emblems, banners, pennants, etc. may be affixed to any building surfaces, steps, walls or light fixtures, unless authorized by the County Administrator. Wood, metal or rigid objects used as sign standards will not be permitted inside the building, nor embedded in the ground. (Res. 2012-39, 08-13-2012)
- (18) The County Administrator or Committee may establish other permit conditions as may be, in their discretion, necessary to protect the County's interest.

ADDITIONAL RULES

- (1) Parks shall be rented/used in accordance with the Parks Ordinance.
- (2) Rooms at the Workforce Development Center may be rented at the rate of \$41 per day to local non-profit citizen groups.
- (3) Large gatherings outside at the courthouse will be assigned a particular area within which to congregate. No electric power will be supplied. No amplified sound systems will be permitted.
- (4) Notwithstanding the issuance of a permit, the County reserves the right to cancel, move or preempt scheduled use of a county facility and further reserves the right to access and enter the reserved space at any time.
- (5) The Fair Park Committee may establish alternate rules for use of its buildings or grounds.