

APPLICATION FOR USE OF MONONGALIA COUNTY COURTHOUSE SQUARE

After you have completed this form, please return it to the Monongalia County Commission Office by fax at 304-284-7366 or to info@moncommission.com or by mail to Monongalia County Commission, 243 High Street, Room 202, Morgantown, WV 26505. Permit applications will be considered at the next regularly scheduled meeting after the permit application is received.

Date(s) of use: _____

Time of use (start and end times): _____

Group requesting use: _____

Name of person responsible: _____

Address: _____

Telephone #: _____ Fax #: _____

E-mail address: _____@_____

Name of event: _____

Type of event: _____

Is the event open to the general public? Yes No

Number of participants expected: _____

What equipment will be used on the Courthouse Square? (Ex: chairs, tables, etc.) _____

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

Does this group have liability insurance to cover this event? Yes No

Please include a detailed description of the proposed event.

I have read and understand the *Policies and Procedures for Monongalia County Courthouse Square Use*. I understand that Courthouse Square 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 this scheduled event. By signing this application, I agree to defend and hold harmless the County regarding any damage which may occur as a result of this scheduled function.

Signature of Responsible Person: _____ Date: _____

FOR COUNTY USE ONLY

Date Received: _____

Approved by the County Commission: _____ Date: _____

Approval Letter Mailed on _____

Denied by the County Commission: _____ Date: _____

Reason for Denial: _____

Denial Letter Mailed on _____