

COUNTY OF ROCKINGHAM
 DEPARTMENT OF PUBLIC WORKS
 20 East Gay Street/Entrance C
 Harrisonburg, VA 22803
 540-564-3020 (Office)
 540-564-3048 (Fax)



APPLICATION FOR USE OF (Check all that apply):

- COURTHOUSE GROUNDS AREA** (Steps, Walks, Gazebo Area, *Restrooms)
** For RESTROOM use at courthouse, call Clerk of Courts 540-564-3111 for approval*
- COUNTY ADMINISTRATION PARKING LOT**
**There is no restroom use at the Admin. Building*

ORGANIZATION INFORMATION

Organization		Telephone Number	
Mailing Address			
Contact Person		Telephone Number	
Email Address			

EVENT INFORMATION

Type of Event			
Date		Time Start _____/Time End _____	*Number in Attendance

*For attendance over 250 people, you must notify the HDR Events Coordinator at 540-432-8909 or email events@harrisonburgva.gov. Approval from Harrisonburg City Council may be required before Rockingham County's approval of this application is granted.

OFFICE USE ONLY

<u>Courthouse Grounds</u> <input type="checkbox"/> Indemnification Form on File <input type="checkbox"/> Waiver (political/religious groups only) <input type="checkbox"/> Insurance Documentation on File <input type="checkbox"/> City Council Approval (if needed) <input type="checkbox"/> Clerk of Courts Approval (only for restroom use) <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		<u>Parking Lot</u> <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
--	--	--

Lisa Shepard		Date	
--------------	--	------	--

lshepard@rockinghamcountyva.gov

Emailed final approval