

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](mailto:events@harrisonburgva.gov). Approval from Harrisonburg City Council may be required before Rockingham County's approval of this application is granted.

**OFFICE USE ONLY**

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|---|--|---|
| <p><u>Courthouse Grounds</u></p> <p><input type="checkbox"/> Indemnification Form on File      <input type="checkbox"/> Waiver (political/religious groups only)</p> <p><input type="checkbox"/> Insurance Documentation on File</p> <p><input type="checkbox"/> City Council Approval (if needed)</p> <p><input type="checkbox"/> Clerk of Courts Approval (only for restroom use)</p> <p><input type="checkbox"/> APPROVED      <input type="checkbox"/> DENIED</p> |  | <p><u>Parking Lot</u></p> <p><input type="checkbox"/> APPROVED</p> <p><input type="checkbox"/> DENIED</p> |
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Lisa Shepard		Date	
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[lshepard@rockinghamcountyva.gov](mailto:lshepard@rockinghamcountyva.gov)

Emailed final approval