

COUNTY OF ROCKINGHAM
 DEPARTMENT OF PUBLIC WORKS
 20 East Gay Street/Entrance C
 Harrisonburg, VA 22802
 540-564-3008 (Office)
 540-564-3048 (Fax)
 lshepard@rockinghamcountyva.gov



APPLICATION FOR USE OF (Check all that apply):

- COURTHOUSE GROUNDS AREA (Steps*, Walks*, Gazebo Area, *Restrooms)**
**For RESTROOM use at the courthouse, call Clerk of Courts 540-564-3111 for approval*
**Steps, walkways may only be used during non-business hours*
- COUNTY ADMINISTRATION PARKING LOT**
There is no restroom use at the Administration Building

ORGANIZATION INFORMATION

Organization Name		Telephone Number	
Mailing Address			
Contact Person		Telephone Number	
Email Address			
Organization Type			

EVENT INFORMATION

Type of Event			
Date		Reservation Start Time _____/End Time _____	(include set up and clean up)

*Expected Attendance Number _____
 *For attendance over 250 people, you must notify the HDR Events Coordinator at 540-433-2474. Approval from Harrisonburg City Council may be required before Rockingham County's approval of this application is granted.

By signing, we acknowledge the use of the Courthouse Grounds or County Administration Parking Lot includes the grounds only. The buildings, structures, trees, and shrubbery are not to be used in any manner during the use of the grounds. The use of rope, zip ties, tape, bungee cords for any signage, flags, banners, or similar advertising to the structures applicable to this agreement is strictly prohibited. During business hours, activities shall not be set up on walkways or steps to impede or otherwise inhibit citizens from accessing the Courthouse or Administration Center. Electrical and water supply lines shall not cross pedestrian walkways that may form a tripping hazard or block pedestrian access. Failure to abide may result in your group's inability to reserve the grounds or parking lot for future use.

Signed		Date	
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OFFICE USE ONLY

<p style="text-align: center;"><u>Courthouse Grounds</u></p> <p><input type="checkbox"/> Indemnification Form</p> <p><input type="checkbox"/> Insurance Documentation of File</p> <p><input type="checkbox"/> City Council Approval (if needed)</p> <p><input type="checkbox"/> Clerks of Courts Approval (restroom use only)</p> <p><input type="checkbox"/> Waiver (political/religious groups only)</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p>	<p style="text-align: center;"><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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