

APPLICATION FOR USE OF ALPENA COUNTY PROPERTY/EQUIPMENT

After you have completed this form, please return it to: Alpena County Board of Commissioners office, either by mail at 720 W. Chisholm Street, Suite #7, Alpena, MI 49707, or email at commissionersoffice@alpenacounty.org. If you have questions, please contact Wes Wilder, Maintenance Superintendent at 989-354-6016 or email him at wilderw@alpenacounty.org.

This form must be accompanied by a cover letter explaining request.

Today's Date: _____

Date(s) of use: _____ Arrival Time: _____ Departure Time: _____

Name of group using county property/equipment: _____

Name of person responsible: _____

Address: _____

Phone: _____ Email address: _____

Type of event: _____

Specific county property/equipment requested to use: _____

Value\$ _____

Location name: _____ Location address: _____

Liability insurance naming Alpena County as an "additional insured" may be required in the amount of \$1 million for the event. Please provide a copy of insurance if required.

I have read the Rules for Use of County Grounds and I understand that County grounds and facilities will be left in a clean and neat condition after use. I agree to pay for any damage that may occur to the property/equipment during our use.

_____,(value of damage will be assessed by the County).

Date Signed

Signature of responsible party: _____ Printed: _____

****FOR COUNTY USE ONLY****

Date received: _____ Deposit (if required) _____ Insurance Certificate _____

Approved by department head name: _____ Date: _____

Approved by Chairman of the Board: _____ Date: _____

Notes: _____

USE OF COUNTY GROUNDS

- I. **PURPOSE:** To provide guidelines for use of county grounds and facilities and to maintain them in a good condition.
- II. **POLICY:** When using the county grounds and facilities, the below listed procedures must be followed.
- III. **PROCEDURE:**
 - 1) Use of the Courthouse grounds requires approval of the Board of Commissioners.
 - 2) There must be a pre-event meeting between the Building and Grounds department and the party responsible for the event, to inspect the grounds and determine the placement of any equipment.
 - 3) No animals or vehicles are allowed on the lawn or sidewalks.
 - 4) Nothing will be placed on the lawn that could be harmful to grass or trees.
 - 5) Nothing is to be staked or driven into the grounds.
 - 6) Ropes and/or barricades will not be placed where they could be hazardous.
 - 7) The buildings and lawns are not to be enclosed or roped off during the work day.
 - 8) The parking lots are to be opened during the work week and are not to be closed off.
 - 9) The grounds will be cleaned after each use or arrangements will be made to cover the cost of cleaning.
 - 10) An Application and/or Rules for Use of County Property form will be obtained from the Commissioner's Office and must be signed by responsible party to acknowledge responsibility for the payment of any damages that might occur to lawn/buildings/facilities during designated event(s).

- 11) Upon request of the County, an insurance liability policy will be required.
- 12) Any group using County grounds and causing damages may be required to reimburse the County for the cost of said damages.
- 13) The Board of Commissioners, in the exercise of its discretion, may grant variances from these rules and requirements for cause shown on a case-by-case basis.
- 14) The Chairman of the Board is empowered to act on behalf of the Board of Commissioner in these matters.
- 15) In the event that any requesting person/organization is denied use of facilities or grounds, the applicant can appeal the decision to the Full Board of Commissioners.