

**MONROE COUNTY COURTHOUSE
GENERAL GUIDELINES FOR BUILDING & GROUNDS USE**

Please be advised that the use of the Monroe County Courthouse is governed by law and Monroe County Code Chapter 260

<i>Capacity of the Open Rotunda:</i>	<i>189 persons</i>
<i>Capacity of the Nat U Hill Room:</i>	<i>96 persons</i>

The placement of tables and chairs or musical groups in the exit areas is strictly prohibited. The capacity established by Indiana Law Chapter 33, 1976 Edition, U.B.C. Sec. 3301 (J).

The grounds and building belong to all of us to use and care for.

1. The Courthouse is a public office building, housing irreplaceable documents, all offices will be locked.
2. Government needs and activities supersede all other requests.
3. The County Commissioners reserve the right to refuse any and all requests.
4. County notices on the official public notice board near south entry must not be removed during building use. Notices are posted as legal requirements.
5. Requested space cannot be reserved until the application has been completed and returned and cannot be guaranteed until the request has been approved by the Commissioners.
6. The public restrooms will be open while the *building* is in use.
7. Smoking is prohibited by county ordinance in the entire building.
8. To prevent carpet damage, serving and/or consuming food and beverages in the Nat U Hill Court Meeting Room-is prohibited.
9. Only items such as flowers, plants, balloons, ribbons, garlands, cords, etc. should be used for decoration. **No** tape or tacks shall be used on walls, woodwork, or marble.
10. Heavy objects, such as tables or chairs, etc., must be moved on wheeled dollies or carts to protect the terrazzo floor. These same materials must be removed from the building immediately after the event to facilitate cleaning.
11. Drop cloths or similar protections must be in place if items used may break or damage in any way a surface or floor.
12. The surface of the historic desk and historic tables in the rotunda shall be protected from moisture and scratches.
13. Throwing rice, birdseed, etc. is prohibited

14. When using grounds, please take the precautions necessary to protect the landscaping and underground systems. Stakes are absolutely NOT to be used on the lawn. You will be required to meet with the Maintenance Supervisor or his designee for proposed use **approval**.
15. Vehicles, trucks, and heavy machinery are not allowed on the courthouse grounds. Deliveries must be made from the street with a dolly or a cart.
16. Approval of the use of Monroe County buildings and grounds may not be construed as an endorsement of statements or policies of the user.
17. Approval shall not be unreasonably withheld. However, no use shall be made of either building or grounds which violates the constitutional rights of any resident.

GUIDELINES FOR COURTHOUSE USE FOOD SERVICE

1. Food shall be prepared and ready to serve at the time it is brought to the building.
2. Food shall not be in carpeted areas of the building.
3. Since food service was not planned for the Courthouse, kitchen facilities are not available.
4. Since refrigeration is not available, large amounts of food held over a period of time is strongly discouraged.

GUIDELINES FOR COURTHOUSE AND GROUNDS USE ALCOHOL

Events involving alcohol sales and/or service must be expressly approved by the County Commissioners and are subject to the following requirements:

1. Alcohol shall be served or sold by licensed bartenders.
2. All Indiana statutes and regulations concerning the sale, possession, and consumption of alcohol shall be followed.
3. The event host and the entity responsible for serving or selling alcohol shall indemnify and hold the County harmless from any claims of loss, damages, injuries, or other casualties resulting directly or indirectly from the sale, service, consumption, handling, or possession of alcohol in connection with the event. The event host and the entity responsible for serving or selling alcohol: shall have and maintain liquor liability insurance coverage in an amount acceptable to the County Commissioners; shall have the County named as an additional insured on the host's and the entity's liquor liability and umbrella policies; and, shall provide the County with certificates of insurance, prior to the event, demonstrating compliance with this requirement.

FLORISTS

1. No tape, tacks, or glue shall be used anywhere on the walls, marble or woodwork in the Rotunda, on the stairs, or in the Public Meeting Rooms of the Courthouse.
2. The amount of space taken by floral arrangements reduces the space required for the rated capacity of the building, and hence, reduces the number of persons for an event.

3. Large heavy arrangements, such as a fountain, must be empty when moved in and out of the building, and moved on wheels. Deep grooves in the terrazzo can occur without this precaution.
4. All decorations shall be removed after an event.

Applicant is responsible for general clean up and waste removal. The property is to be left in the condition in which it was found.

MONROE COUNTY INDIANA APPLICATION FOR USE OF THE MONROE COUNTY COURTHOUSE BUILDING OR GROUNDS

AREA REQUESTED: Lawn Rotunda Both

DATE OF FUNCTION:

BEGINNING AND END TIME OF FUNCTION:

TYPE OF FUNCTION:

PERSON REQUESTING RESERVATION AND PHONE NUMBER:

ADDRESS OF ORGANIZATION:

PHONE OF ORGANIZATION:

The undersigned recognizes the need to maintain and preserve the Monroe County Courthouse and Grounds for the best use of the citizens and the functions of county government and agrees to the following:

1. To timely vacate facilities in the same condition in which they were found.
2. **Provide a Certificate of Insurance naming the Commissioners as an additional insured for the function in the amount of at least \$100,000.00.**
3. To be financially responsible for any and all damages that exceed the \$400.00 damage deposit.
4. To read and to comply with the written policies and general guidelines for this use, which are attached to this form.
5. To make a deposit and pay fees, as determined by fee schedule and any extraordinary fees for use of special equipment.
6. To indemnify and hold harmless the County Commissioners, as a body and as individuals, from any and all claims of whatever kind or character in any manner relating to or arising directly or indirectly from the undersigned's use of facilities.
7. To abide by capacity guidelines as established by Indiana State Law Chapter 33, 1976 Edition, U.B.C. Sec. 3301 (J) and outlined below:

Capacity of Meeting Room	96 persons
Capacity of Rotunda	189 persons

NOTE: Capacity is REDUCED by the use of tables, chairs, servicing tables, decorations, musicians, and equipment.

8. To abide by instructions from Security Service personnel regarding the safety and protection of the users and of the Courthouse facilities and grounds.

FEE SCHEDULE FOR BUILDING AND GROUNDS USE

ONLY Federal, State, and Local Government uses are exempt from rental fees excluding janitor and security services

DAMAGE DEPOSIT (required for each use and is reimbursable)

Flat Fee \$400.00

SECURITY SERVICE (required for indoor use)

Each security guard per hour for total hours on premises \$45.00/Hour

JANITORIAL SERVICES \$100.00

EXTRAORDINARY SERVICE (extra cleaning/repair) \$25.00/hour deducted from Security Deposit

TOTAL COST _____

(Indiana Law Chapter 33, 1976 Edition, U.B.C. Sec. 3301 (J) 2/95

I, hereby, certify that I have read, been provided a copy of and understand this application, a copy of Monroe County Code Chapter 260 and the General Guidelines for Use.

Signed: _____

Printed: _____

Date: _____

The money collected by the reservation of any aspect of the Courthouse will be placed in the Courthouse Rental fund 4926 in the Auditor's office.

Please submit the attached Request for Reimbursement to the Monroe County Board of Commissioners AFTER YOUR EVENT. The form is required for the return of all or a portion of the damage deposit after reconciling with the maintenance department.

Security Deposit Reimbursement Request

EVENT DATE:

NAME AND ADDRESS OF ORGANIZATION OR PERSON RESPONSIBLE FOR RESERVATION:

REVIEW OF PREMISES BY MAINTENANCE (Required)

MAINTENANCE RECOMMENDATION FOR REFUND:

FULL

PARTIAL

REASON FOR PARTIAL REIMBURSEMENT (supporting documentation required):

AMOUNT TO BE RETURNED:

Signature: _____

Maintenance Signature: _____

