

**Polk County Government
Facilities Use Permit Application**

Name of Organization: _____

Address: _____

City _____ Zip Code: _____

Phone: _____ Email: _____

Facility Applying For:

Courtroom BOC Meeting Room Jury Room Emergency Operations Center (EOC)

Courthouse Lawn Stearns Park Other _____

Intended Use of Facility: _____

Number of Anticipated In Attendance: _____

Date of Use: _____ Time of Use: _____

Name of Contact on the day of the Event: _____

Address: _____

City _____ Zip Code: _____

Phone: _____

Polk County reserves the right to cancel permits in the event of conflicts with official functions. All individuals obtaining permits must adhere to all facilities use policies. Failure to follow policy may result in revocation of present permit or future denial of issuance of permit.

Applicant shall hold Polk County harmless and shall indemnify Polk County from any claims whatsoever resulting from the use (or misuse) of Polk County property by Applicant's activities on said property.

Applicant agrees to follow all COVID-19 best practices, safety rules and regulations as suggested by the North Carolina Department of Public Health.

Print Name: _____ Signature: _____

<i>FOR OFFICE USE ONLY</i>
Approved by: _____
Date: _____

POLICY REGARDING THE USE OF COUNTY FACILITIES

ADOPTED BY THE POLK COUNTY BOARD OF COMMISSIONER

MAY 15, 1996

(AMENDED OCTOBER 21, 1996)

MAY INCLUDE, BUT IS NOT LIMITED TO: COURTROOM, COURTHOUSE LAWN, BOC MEETING ROOM, JURY ROOM, EMERGENGENCY OPERATIONS CENTER (EOC), STEARNS PARK, STEARNS GYM AND ETC.

Polk County citizens and civic groups must first obtain prior approval from the proper authority for use of any County facilities.

- Clerk of Court's Office:
 - Courtroom & Courthouse Lawn
- County Manager Office:
 - Board of Commissioners Meeting Room
 - Jury Room
 - Emergency Operations Center (EOC)
 - Stearns Park
- Recreation
 - Stearns Gym

Groups may reserve facilities on a first come-basis. Any reservation may be cancelled with a governmental function (i.e. special Board of Commissioners meeting in Board of Commissioners Meeting Room of Court Session in the Courtroom).

Groups are responsible for the facilities they have reserved. The facility is expected to be in the same condition at the end of the period as it was at the beginning. Any litter is expected to be picked up after use of the facility.

Each of the indoor facilities in this policy are "smoke-free" facilities by order of the Health Department.

Alcoholic beverages and illegal drugs are strictly prohibited in all facilities.

Violation of any of the above provisions may result in loss of rights to use facilities.

Groups or persons securing permit must designate a representative who will supervise permitted facilities and who must have the permit available at all times during the period of actual use of the facility.

A written permit, not to be issued earlier than one (1) year from the projected date of use, shall be applied for in the Office of the County Manager

No activity involving use of the County Facilities by a non-governmental entity or individual shall occur on County property without written permit.