

PRESTON COUNTY COMMISSION

Policy and Procedures

Courthouse Lawn/Historic 1870 Bell

Many times organizations request to use the Courthouse Lawn for special events. To better serve the public Preston County Commission, on October 1, 2018, with a quorum presented adopted the following Policy and Procedures for use of the Courthouse Lawn along with use of the Historic 1870's Bell. These Policy and Procedures are effective January 1, 2019.

Any organization including county and municipal agencies which want to schedule use of the courthouse lawn must complete the Application and Waiver Of Liability and submit both documents to the Preston County Commission Office by mail, hand delivery or email 15 days prior to the event date. If an application is received in less than 15 days the application may be rejected.

The organization will be responsible for cleaning up the grounds of any visible trash and or debris left from the event.

As a general rule no canopies, tents or temporary structures will be permitted on the grounds, however special permission may be granted with commission approval.

Depending on the type of event being held and the length of the event your organization may be required to show Proof of Liability Insurance. If Proof of Insurance is required it must be submitted to the County Commission at least 7 days prior to the date of the event.

PRESTON COUNTY COMMISSION

Application to use Preston County Courthouse Lawn

Must be submitted 15 days prior to the event date

Name of Organization _____

Address _____

Describe Event ** _____

(submit additional sheet if needed)

** Depending on the type of event being held and the length of the event your organization may be required to show proof of liability insurance. If Proof of Insurance is required it must be submitted to the County Commission at least 7 days prior to the date of the event

Date(s) and time(s) of event _____

Do you want to ring the bell? _____ yes

_____ no

Contact Person Name _____

Address _____

Phone (_____) _____ - _____ (best number to reach you)

Email address _____

Signature of Authorized Person for Organization

Date

Title

APPROVAL

Preston County Commission, President

Date

WAIVER OF LIABILITY

Must be submitted to Preston County Commission 15 days prior to the event date

The _____, accepts full
name of organization
responsibility and liability for the _____
name of event
held _____
date(s) and time(s)
on the Preston County Courthouse lawn.

Therefore, the _____
name of organization
will hold the Preston County Commission harmless from any liability.

Signature of Authorized Person for Organization

Date

Title