

APPLICATION FOR USE OF THE COUNTY OF ELK'S ANNEX BUILDING

Applicant (Organization): _____

Contact Person: _____ Date: _____

Phone# _____ Email: _____

Room(s) Requested (be specific):

Describe proposed use:

Will you be charging a fee for goods or services:

Start Date of Use: _____ End Date of Use: _____

Start Time of Use: _____ End Time of Use: _____

____Indicate if you require access to the property prior to your event

All cleanup/restoration of the property must be done before leaving on the day of the event

The County of Elk is not responsible for the safety of groups or persons on County property. The group/persons shall save and hold harmless any claim, issue or matter against the County of Elk, its officials and employees.

INTENDING TO BE LEGALLY BOUND, the organization representative signs below:

Organization Signature

ELK COUNTY ANNEX BUILDING RULES OF AGREEMENT

IN CONSIDERATION of the grant of permission by the COUNTY OF ELK to the usage of the Annex Building, the aforesigned organization agrees as follows:

Revised: January 2023

1. The facilities used by the undersigned shall be kept in a neat and orderly condition during use and shall be restored to their original condition at the conclusion of the event. All refuse and garbage must be disposed of properly and removed when use of the Annex is complete.
2. The facilities shall be used only by members of the organization under the supervision by qualified persons responsible to the organization.
3. The facilities are offered for use in an “as is” condition. The organization indemnifies and saves harmless the County of Elk from all claims for damages because of injury to the person or property occurring during use of the facilities.
4. Use is strictly limited to the Courthouse Annex.
5. Alcohol, firearms, illegal substances and drug paraphernalia; fireworks, open fires and incendiary devices are prohibited in the Courthouse Annex.
6. Each organization will be responsible for any damage done to the facilities while being done by the organization.
7. The organization, for itself and all of its members, agrees that the County has not represented or warranted that the facilities will be suitable for any particular use contemplated by the organization.
8. The County may terminate this agreement at any time without liability to the organization. This agreement will be terminated if the organization fails to abide by its terms.
9. The Elk County Commissioners reserve the right to approve or deny any requests. Decisions will be made at a public meeting of the Commissioners.
10. A copy of the organization’s Certificate of Liability Insurance must accompany this application in order to be considered for approval.