

**APPLICATION FOR USE OF:  
MADISON COUNTY COURTYARD/MONUMENTAL PARK**

After you have completed this form, please return it to the **Board of Supervisors** by fax: 515-462-5026, or deliver to the Supervisor's Office at the Madison County Courthouse: 112 N. John Wayne Dr., Winterset, IA 50273

Date of Application: \_\_\_\_\_  
Date(s) of use: \_\_\_\_\_  
Time of use (start and end times): \_\_\_\_\_  
Group requesting use: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_  
Purpose of Event: \_\_\_\_\_

(community, entertainment, fund raiser, etc.)

Specific areas of Courthouse grounds/Monumental Park you request to use: \_\_\_\_\_

Is the event open to the general public?  Yes  No

Number of participants expected: \_\_\_\_\_

**ITEMS YOU ARE REQUESTING COUNTY TO PROVIDE:**

LAWN AREA ONLY \_\_\_\_\_

PORTICO (S) – specify which \_\_\_\_\_

WATER – state purpose \_\_\_\_\_

ELECTRICITY – state purpose \_\_\_\_\_

EXTERIOR RESTROOMS \_\_\_\_\_

(Name of person responsible for unlocking and locking restrooms) \_\_\_\_\_

COURTHOUSE KEY \_\_\_\_\_ \$25.00 key deposit to be returned when key is returned.

Has this group used Courthouse grounds for other events?  Yes  No

If so, please list functions and dates: \_\_\_\_\_

Does this group have liability insurance to cover this event?

Yes (Amount of Insurance Coverage \_\_\_\_\_)  No

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I have read the "Rules For Use of Madison County Courtyard/Monumental Park." I understand that Courthouse grounds/Monumental Park will be left in a clean and neat condition after use. I am liable for all damages, expenses and loss caused by any person who attends or participates in the scheduled event. By signing this application, I agree to defend and hold harmless the County regarding any damage that may occur as a result of this scheduled function.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date:

Recommendation by Maintenance Dept: (APPROVE OR DENY) \_\_\_\_\_

(Signed by Maintenance Dept.)

FINAL APPROVAL BY BOARD OF SUPERVISORS: \_\_\_\_\_

DATE: \_\_\_\_\_

Chairperson, Madison County Board of Supervisors

**MADISON COUNTY WILL ACCEPT DONATIONS FOR USE OF THE COURTYARD FOR ORGANIZED ACTIVITIES TO HELP OFFSET EXPENSES INCURRED FOR YOUR EVENT, SUCH AS OVER-TIME, RE-SEEDING WORN LAWN AREAS, ANY ADDITIONAL UTILITIES, ETC.**

## RULES FOR USE OF MADISON COUNTY COURTYARD/MONUMENTAL PARK

1. Use of the courthouse grounds requires approval of the Madison County Board of Supervisors.
2. There shall be a pre-event meeting between County representatives and the party responsible for the event to inspect the grounds and determine the placement of any equipment.
3. The courthouse grounds shall not be used for any unlawful purpose.
4. The use of the courthouse grounds shall not interfere with county government operations or with public access to the courthouse.
5. No animals (except guide dogs), vehicles, or trailers, are allowed on the courthouse grounds without permission.
6. Camping on the courthouse grounds is prohibited.
7. Fires are not allowed on the courthouse grounds without permission.
8. Nothing shall be placed on the courthouse grounds that could be harmful to grass, trees, or any other property.
11. Nothing shall be attached to the courthouse without permission.
12. The courthouse grounds shall be cleaned by the applicant and returned to pre-event condition immediately after the designated event.
13. An application form shall be signed by the responsible party acknowledging responsibility for the payment of any damages that might occur to the courthouse grounds during the designated event.
14. Any group using the courthouse grounds shall provide a "Certificate of Liability Insurance" insured in an amount of at least one million dollars.
15. The Board of Supervisors in the exercise of its discretion may grant variances from these rules and requirements for cause shown on a case-by-case basis.
16. The Board of Supervisors reserves the right to refuse use of the courthouse grounds for any event that may compromise the security of the courthouse or the safety of either courthouse employees or the general public.
17. Violation of any of these rules may be cause for the County to deny an applicant's future use of the courthouse grounds.

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**Principals & Guidelines Used By Supervisors To Approve Courtyard Permit Include, But Not Limited To:**

- Is it family oriented?
- Does it provide humanitarian service?
- Does it encourage high ethical standards?
- Does it build goodwill?
- Does it support education?
- Does it strengthen our local economy?
- Will it be beneficial?

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

Name of Individual/Group/Organization requesting use of Courtyard/Monumental Park

\_\_\_\_\_

Date Permit Application Received: \_\_\_\_\_

Approved by the Board of Supervisors on (date): \_\_\_\_\_

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