

**ANTRIM COUNTY  
GROUNDS USE RULES AND  
PROCEDURES POLICY  
Adopted: November 7, 2019**

**Policy:** The grounds of Antrim County Court Square or main campus may be used for public gatherings and activities that are deemed a public benefit by the Board of Commissioners, and which do not negatively affect the health, safety, and welfare of the people of the County. First priority for use of the County grounds shall be restricted to a first come first serve basis. However, a County sponsored function will take precedent over requests from other organizations.

**Procedures:** County personnel will not be expected to erect or dismantle equipment unless it is the property of the County. The County is not responsible for waste receptacles or providing porta johns. All applicants are expected to abide by the following procedures and if they have questions regarding the use of the County grounds they are to contact the County Administrator.

- a. Applications must be submitted to the Office of the County Administrator and approved by the Board of Commissioners prior to use of the grounds for gatherings. A request shall be submitted at least 30 days in advance of the intended use.
- b. Once permission is granted, there **MUST** be pre-event communication between the Maintenance Supervisor or designated staff and the party responsible for the event, to review different needs and requirements of the event and to answer any questions.
- c. Applicants are responsible for restoring the site and grounds to their condition before use and for cleaning the premises after the use. Applicants must make appropriate provisions for trash removal.
- d. If staff time, equipment and/or a contractor is used for restoration of the site and grounds to its original condition, the applicant will be billed for the staff time and the applicant will be denied usage until the bill is paid in full.
- e. All activities must cease no later than the ending time of the event as stated on the application.
- f. The Board of Commissioners reserves the right to revoke permission for use of facilities and ground.
- g. Grounds may not be used for any activity nor by any group other than the name of the group on the written request.
- h. No vehicles are allowed on the lawn or sidewalk.
- i. There are to be no barriers or placement of equipment that will impede the business of the County and the Courts during the regular workweek.
- j. No illegal drugs or alcoholic beverages may be stored, used, served or consumed anywhere on County property.

- k. If utilities are needed, that shall be stated in the application submitted to the County Administration Office and may be allowed on a limited use.
- l. Liability insurance is required in the amount of \$1 million and must be submitted to the Administration Office prior to the time of the event.
- m. If additional facilities are desired, please refer to the *Antrim County Use of County Building on Weekends Policy*. If the event is on a weekday, permission for a facilities or grounds use is at the discretion of the County Administrator.
- n. Requests for any exception from these rules and requirements must be made to the Board of Commissioners.

**APPLICATION FOR USE OF ANTRIM COUNTY GROUNDS**

Please return completed application to: ANTRIM COUNTY ADMINISTRATION OFFICE  
PO Box 187, Bellaire, MI 49615 -or- By Fax: 231.533.8111- Phone: 231.533.6265

Date(s) and time of use (start and end):

Name of Event:

Type of Event:

Group Requesting Use:

Name of Person Responsible:

Address:

Telephone Number:

Fax Number:

E-mail address:

Specific areas of County grounds you request to use:

Is event open to the general public?    Yes      No      Number of participants expected:

What equipment will be used on the grounds – e.g.: chairs, tables, electrical equipment, porta john facilities, etc.?

When will equipment be set up?

If outside, is food to be served for a fee?    Y      N

If yes, has the appropriate Health Department permit been obtained?    Y      N

Has this group used County facilities/grounds for other events, if so, please list functions and dates?

Liability insurance is required in the amount of \$1 million at the time of event.

Does this group have liability insurance to cover this event?    Y      N

\*\*\*\*\*

Hold Harmless/Indemnification:

To the fullest extent permitted by law I agree to defend, pay on behalf of, indemnify, and hold harmless Antrim County, its elected and appointed officials, employees and volunteers, and others working on behalf of Antrim County against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Antrim County, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of my use of Antrim County grounds.

I have read and agree to the above hold harmless/indemnification clause as well as the Grounds Use Rules and Procedures Policy and I understand that County grounds will be left in a clean and neat condition after use and I agree to pay for any damage to the facility/grounds which may incur as a result of this scheduled function.

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date