

COUNTY OF KANE

BUILDING MANAGEMENT FACILITY OPERATIONS



County Government Center
719 Batavia Avenue
Geneva, IL 60134
www.co.kane.il.us

The following policy has been approved and adopted by the Administration Committee for usage of the lawn and parking lots of the Government Center, 3rd Street Courthouse, Circuit Clerk parking lot, and Judicial Center for gatherings. Any person or entity requesting to use these properties for gatherings shall be given a copy of this policy and shall agree in writing to abide to all requirements as a condition of approval. Each event must be temporary in nature and cannot disrupt the business held within the building. Nothing may be hung or displayed from a building. For any request to utilize the 3rd Street Courthouse, the applicant agrees no activity will occur within, or will disturb, the CASA Garden of Hope.

- 1) All requests shall be submitted to the Manager of Building Mgmt. in writing and include the following information:
 - Proposed date(s) of requested gathering
 - Purpose of usage of lawn/parking area
 - Anticipated number of attendees at gathering
 - Anticipated number of vehicles (for parking estimates)
 - Contact person (name, phone, address and email), including cell phone number which will be used during the event and will function as an emergency contact.
 - Will food or beverages be sold?
 - Are portable restroom facilities required?
- 2) If the request is approved, the applicant agrees to the following conditions:
 - Access to the County buildings may be restricted, consistent with the policies of the facility. This specifically includes use of the rest room facilities.
 - The County maintains the right to cancel the approval granted, and to require the immediate dispersal of those gathered during the approved gathering as deemed necessary.
 - For the applicant's protection it is recommended that liability insurance be obtained.
 - The County may designate areas to be used for parking, and designate areas which are not to be used for parking. It is the responsibility of the applicant to ensure these restrictions are met.
 - Any approved gathering is not transferable and is only authorized for the purpose identified in the application on the date(s) approved.
 - The applicant agrees to conform with all City, County, and State ordinances and laws.
 - All waste generated must be removed from the property
 - A security deposit may be required
- 3) All requests shall be approved by the Administration Committee. If the request is received and the event is to be held prior to the next scheduled Administration Committee meeting, the Committee Chairman and Director of Building Management may jointly approve or deny the request for gathering.
- 4) User shall indemnify and hold harmless the county of Kane from and against any claim of any kind arising out of or due to the acts of the user, its agents, employees or officers in connection with the use or occupancy of the premises herein. Such indemnity shall extend to all costs, awards, attorney fees and other related expenses incurred by the county arising out of such claims

Attached is my request for the use of a Kane County property.

I have read this application and hereby agree to meet all the requirements set forth.

Signature

Address

Name (Printed)

Email

Cell Phone Number (Emergency Contact for event)