

COUNTY COMMISSIONERS RULES AND REGULATIONS GOVERNING THE USE OF THE COURTHOUSE SQUARE

It is the policy of the Board of County Commissioners, Seneca County, Ohio, that upon application of any responsible organization, citizen or group of citizens, the Courthouse Square under the supervision and control of the Board of County Commissioners shall be available for use as a social center for the entertainment and education of the citizens and for the discussion of all topics tending to the development of personal character and of civic welfare. Such occupation shall not infringe upon the original and necessary uses of such property for governmental and court purposes. The Board of County Commissioners has prescribed these rules and regulations for occupancy and use that will secure a fair, reasonable, and impartial use of the Courthouse Square. The Board of County Commissioners reserves the right to deny use of the Courthouse Square.

1. Application for use of Seneca County Courthouse Square shall be made to the County Administrator and shall contain:
 - a. The name, address, email, and telephone number of the applicant.
 - b. The name, address, email, and telephone number of the officers of the applicant, if a responsible organization, or any other person or persons authorized by the applicant to represent it and act as its agent in regard to this application; or names of individual citizens.
 - c. The proposed use of the Courthouse Square area.
 - d. Whether amplification equipment will be utilized.
 - e. The length of time the Courthouse Square will be used.
 - f. The hours of the intended use. (During the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, the use of the Courthouse Square will be restricted to not interfere with court operations).
2. Application for permit MUST be submitted at least 14 calendar days in advance of the event.
3. Permit holder shall not discriminate against any person or group with regard to race, gender, religion, color, national origin or handicap, or any other federally protected class regarding the Courthouse Square.
4. No smoking is permitted on the Courthouse Square.
5. No alcoholic beverages are allowed on the Courthouse Square.
6. No banners, flags, pennants, displays, exhibits or structures may be affixed or attached to the Seneca County Courthouse Annex unless specifically authorized by the County Commissioners. These items may be displayed for up to 30 consecutive days.
7. Permits for usage may be issued for periods of up to 24 hours or for multiple day events that do not exceed 3 consecutive days. Permits may also be issued for continuous, non-consecutive daily usage but any such permit must be renewed on a monthly basis. No displays, exhibits or structures erected on the Courthouse Square pursuant to a permit shall remain on the premises at times other than those stated in such permit.
8. Should there be permit requests for the same dates and times from different organizations, the Administrator may issue up to 3 concurrent permits for less than

- full use of the Courthouse Square, so long as public health, safety and welfare issues can be resolved to the satisfaction of the Administrator. Concurrent permits shall be issued only where space allows and where activities associated with such multiple permits are compatible, and will not unreasonably interfere with each other. If, in the opinion of the Administrator, such conflicts cannot be resolved, the Administrator may issue a permit to a person or entity that has not received a permit for another date during the same calendar year.
9. For reasons of security and noise limitations, speakers or assemblages will generally not be permitted between the hours of 11:00 p.m. and 7:00 a.m.
 10. If amplification equipment is necessary, it must be controlled so as not to disturb the surrounding community and be in conformance with applicable local ordinances. Applicants must provide and make arrangements for any set up and breakdown of their own equipment as needed. County may make available 2 110V receptacles upon prior written approval of the Administrator or other proper authority.
 11. The applicant on the Courthouse Square may distribute food and/or beverage ONLY if applicant has obtained a permit allowing same from the County Health Department. In the event literature, pamphlets or materials (including food and beverages) are distributed on the Courthouse Square, the applicant shall be responsible for the cleanup and removal of all trash, litter or other debris created during usage of same.
 12. The use of the Courthouse Square will generally be allowed for any activity conducted by non-profit organizations. The use of the Courthouse Square may be restricted for profit organizations. Proof of insurance covering the event activity or use of the Courthouse Square may be required and Seneca County named as an additional insured to any insurance coverage.
 13. Displays, exhibits or structures shall be suitably constructed and protected so as to minimize damage by the elements and vandalism. To determine if the display, exhibit or structure is suitably constructed, the Administrator may require that such must comply with the American Association of State Highway and Transportations Officials (AASHTO) engineering and design standards or other similar applicable standards as well as all applicable regulations and laws of the municipality (if any), Seneca County, the State of Ohio and the federal government. All plans and specifications for displays, exhibits and structures shall be submitted to the Administrator no later than 14 days prior to the date of the event. The Administrator reserves the right to limit the size and numbers of any such items based upon considerations relating to health, welfare and safety of applicants and of the general public.
 14. Displays, exhibits or structures shall not obstruct entrances, exits or passageways, and shall be so placed as to be unobtrusive to pedestrian traffic; and shall be erected only at locations designated by the Administrator to conform to this rule and not jeopardize public safety.
 15. The Administrator may deny, suspend or revoke any permit that would violate or upon violation of any provision of the Tiffin Municipal Code (including the zoning code), laws of the State of Ohio, the United States of America, or county rules and regulations and/or if necessary for reasons of public health, safety and welfare.
 16. Any denial or revocation of a permit for the use of the Courthouse Square pursuant to these regulations may be appealed in writing to the Administrator. Within 5 calendar

days of such filed appeal, the County Commissioners shall conduct a hearing regarding the reasons for the permit denial or revocation and the basis of the protest. The Judges and Sheriff shall be notified of the hearing date and time. A final, written decision shall be issued within 3 business days following such hearing.

17. Signs and banners may be permitted during the hours of an assembly authorized by a permit, subject however to all the requirements of the Tiffin Municipal Code and these rules and regulations.
18. Applicant shall pay to the county any cost associated with additional cleanup activities in excess of those normally associated with routine pedestrian use. In addition, the applicant shall be responsible for repairing damage to the building and/or grounds, any appurtenances, facilities and landscaping which in any way arises from the proposed use. After the proposed use of the Courthouse Square, the County will inspect the location of the event, will perform any necessary clean up and/or repair damages, and will bill any related expenses to the applicant. Additional applications from the same applicant or agent for applicant for use of the Courthouse Square grounds will not be approved until and unless such charges are paid in full.
19. Applicant shall conform to all directives of local police and fire forces and the County Sheriff and/or the Court deputies or bailiffs, and to the directives of the Administrator or designee as set forth in the permit or as given orally or in writing subsequent to the issuance of the permit.
20. No firearms, ammunition or dangerous ordinances may be carried, sold, displayed, traded or otherwise transferred on the Courthouse Square. On-duty law enforcement personnel acting within the scope of their duties are exempted.
21. By accepting a permit, an applicant agrees to be solely and exclusively responsible for its displays, exhibits or structures. The applicant agrees to hold the county harmless from any and all risks, liability costs, claims or causes of action which may arise from the placement of any sign, display, exhibit or structure, or from any other activity associated with any event allowed by issuance of permit. Such assumption of risk and hold harmless is a material condition of the use of the Courthouse Square. The County Administrator may require proper insurance coverage from the applicant for any event.
22. If a permit is granted, the applicant shall be so advised in writing by the Administrator. The permit shall state any limitations inconsistent with the application. If a permit is denied, the reason for the denial shall likewise be stated in writing.
23. The County Sheriff's Office shall determine if security is necessary and shall provide security for events at the Courthouse Square, if necessary. Any security fees necessary will be the financial responsibility of the event sponsor. Rates for the security, if any, will be determined by the Sheriff's Office and must be paid in advance of the event.
24. These rules and regulations are subject to the right and ability of the county; through its Board of County Commissioners, to restrict the Courthouse Square for the exclusive use of Seneca County.
25. The Administrator will forward application for review to the General Division Common Pleas Court Judges and County Sheriff for any use of the Courthouse Square.

26. The valid permit holder shall indemnify and hold harmless Seneca County, its agents and its employees, from any and all liability and damages arising from or occurring from the activity, event or use of the Courthouse Square.
27. Other special provisions may apply for the use of the Courthouse Square but must be preapproved by the Administrator, Board of County Commissioners or other proper authority.