

# APPLICATION

## FOR USE OF COUNTY BUILDINGS AND GROUNDS

(Applicant must read the attached Rules and Regulations before completing application)

Name of Responsible Organization or Name(s) of Citizens Requesting Use: \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

Authorized Agent of Responsible Organization \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Building/Grounds Request (be specific) \_\_\_\_\_

Proposed Use of Area (be specific) \_\_\_\_\_

\_\_\_\_\_

Date of Proposed Use \_\_\_\_\_ Time (Start) \_\_\_\_\_ (Stop) \_\_\_\_\_

Nature of Display, Structure or Use \_\_\_\_\_

\_\_\_\_\_

Other Important Facts \_\_\_\_\_

Approximate Number of Participants \_\_\_\_\_

Contact Person for Reservation for Usage of Seneca County Buildings/Grounds is:

**Administrator  
Seneca County Commissioners  
111 Madison Street  
Tiffin, Ohio 44883  
419-447-4550**

**ABSOLUTELY NO STICKS, POLES OR OTHER RIGID TYPE MATERIALS AS WELL AS ANY SIGNS AND/OR BANNERS HELD BY STICKS, POLES OR OTHER RIGID TYPE MATERIALS ARE PERMITTED ON OR WITHIN ANY COUNTY BUILDINGS OR PROPERTY EXCEPT UPON PRIOR WRITTEN APPROVAL BY THE COUNTY ADMINISTRATOR, BASED UPON CONSIDERATIONS RELATING TO THE HEALTH, WELFARE AND SAFETY OF PERSONS AND PROPERTY**

Applicant HEREBY certifies that the proposed use of Seneca County Buildings and/or Grounds will be in conformance with the appropriate Municipal Code (if any) and with the Seneca County Commissioners' rules and regulations governing the use of Seneca County Government buildings and/or grounds (attached) and that the information provided on this applications is true and accurate.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Submit COMPLETED APPLICATION TO:

**Seneca County Commissioners**  
**Attn: Administrator**  
**111 Madison Street**  
**Tiffin, Ohio 44883**  
**419-447-4550**  
[jwolfe@senecacountyohio.gov](mailto:jwolfe@senecacountyohio.gov)

When approved and signed by the County Administrator, this application becomes a valid permit for the use of Seneca County Government Building and/or Grounds as described.

THIS PERMIT MUST BE KEPT ON THE PERSON OF THE AUTHORIZED AGENT WHO SHALL AT ALL TIMES BE PRESENT, DURING TIME OF EVENT AND SHOWN UPON REQUEST TO AUTHORIZED COUNTY PERSONNEL.



Permit is GRANTED subject to the following requirements: \_\_\_\_\_



Permit is DENIED for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

## **COUNTY COMMISSIONERS' RULES AND REGULATIONS GOVERNING THE USE OF SENECA COUNTY GOVERNMENT BUILDINGS AND GROUNDS**

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, all buildings under the supervision and control of the Board of County Commissioners shall be available for use as social centers 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 properties for governmental purposes. The Board of County Commissioners has prescribed such rules and regulations for occupancy and use as will secure a fair, reasonable, and impartial use of the same. The Board of County Commissioners reserves the rights to deny use of Seneca County Buildings and/or Grounds.

1. Application for use of Seneca County Government buildings and/or grounds shall be made to the County Administrator and shall contain:
  - a. The name, address, email address, and telephone number of the applicant
  - b. The name, address, email address, 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 identification of the building and/or grounds area.
  - d. The proposed use of the buildings and/or grounds area.
  - e. Whether amplification equipment will be utilized
  - f. The length of time the building and/or grounds will be used.
  - g. The hours of the intended use. (During the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, streets around the Courthouse are likely to be congested and a permit may not be granted for use at this time and location for a purpose that is intended to draw a large crowd.)
2. Application for permit **MUST** be submitted at least ten (10) calendar days in advance of the event. However, if applicant intends to place a display, exhibit or structure on Seneca County grounds, application must be submitted at least fourteen (14) calendar days in advance of event.
3. Permit holder shall not discriminate against any person or group with regard to race, gender, religion, color, national origin or handicap.
4. No smoking is permitted in any county building.
5. No banners, flags, pennants, displays, exhibits or structures may be affixed or attached to any Seneca County building unless specifically authorized by the proper county authority. No banners, flags, pennants, displays, exhibits or structures shall be constructed, nor any activities conducted, within three (3) feet of any curb (or curb line of sight) which serves to separate county property from an open public street. This three (3) foot area shall be considered a "clear zone" and shall be maintained as such at all times.
6. Permits for usage may be issued for periods of up to twenty-four (24) hours or for multiple day events that do not exceed five (5) 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 county buildings or grounds pursuant to a permit shall remain on the premises at times other than those stated in such permit. Should there be permit requests for the same dates and times from different organizations the Administrator may issue up to three concurrent permits for less than full use of county buildings and/or grounds, 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.

7. For reasons of security and noise limitations, speakers or assemblages will generally not be permitted between the hours of 10:00 p.m. and 7:00 a.m.
8. 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 and will generally only be permitted between the hours of 12:00 noon and 2:00 p.m. Monday through Friday and for a total of two hours between 12:00 noon and 6:00 p.m. on Saturday and Sunday. Applicants must provide and make arrangements for any set up and breakdown of their own equipment as needed. County may make available two (2) 110V receptacles upon prior written approval of the Administrator or other proper authority.
9. The applicant on or near county property 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 or near county buildings and/or grounds, the applicant shall be responsible for the cleanup and removal of any and all trash, litter or other debris created during usage of same.
10. There shall be equal access for all groups in the use of county buildings and/or grounds regardless of race, color, national origin or handicap.
11. The use of county buildings and/or grounds will be denied for any activity conducted primarily for profit. Special provisions apply during official carnival and/or festival dates.
12. 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 fourteen (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.
13. 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.
14. The Administrator, at any time before or after issuance of a permit, may require that a display, exhibit or structure be attended, or that appropriate security personnel be provided at cost of applicant, for all or some portion of the permit period, for the purpose of protecting or providing for the public health, safety and welfare.
15. The Administrator may deny, suspend or revoke any permit that would violate or upon violation of any provision of the Municipal Code (including the zoning code) of the municipality in which the event is to be held, 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 Seneca County buildings and/or grounds pursuant to these regulations may be appealed in writing to the Administrator. Within five (5) calendar days of such filed appeal, the Administrator (or designee) shall conduct a hearing regarding the reasons for the permit denial or revocation and the basis of the protest. A final, written decision shall be issued within three (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 Municipal Code of the municipality in which the event is to be held 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 building and/or grounds occurs, 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 any county buildings and/or 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, 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 ordnances may be carried, sold, displayed, traded or otherwise transferred on county property. Certified law enforcement personnel and military personnel of the United States, any branch of the Ohio National Guard, United States Military reserve or active duty military personnel duly authorize and acting within the scope of their duties may be accepted from portions of this rule upon the permission of the Administrator and the County Sheriff or their designees.
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 county buildings and/or grounds. No sign or display of any kind may be placed on/or within any county building and/or grounds without proper authorization. Such authorization may be obtained by contacting the Administrator, designee or elected authority having jurisdiction thereof.
22. All permitted displays, exhibits or structures shall be accompanied by a sign indicating ownership or sponsorship, and that the display, exhibit, or structure is not in any way supported or paid for with public funds. The sign must be legible from at least ten (10) feet in distance.
23. 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 from the denial shall likewise be stated in writing.
24. Neither the Seneca County Board of Commissioners nor any duly elected Seneca County officeholder need obtain a permit for use of county buildings and/or grounds but **MUST** coordinate usage with the Administrator.

25. The county sheriff's department and/or the local police department will determine security for events at any county building and/or grounds location. 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 department or the local police department and must be paid in advance of the event at the time of permit issuance.
26. These rules and regulations are subject to the right and ability of the county; through its Board of County Commissioners, to restrict any county building and/or grounds for the exclusive use of Seneca County.
27. If the proposed use is for a building that is secured, NO public use will be granted without full security measures in effect. Applicant will have responsibility for the costs or providing security after hours or on weekends and holidays or for extraordinary event.
28. No use of any facility under the jurisdiction of any branch of the Court of Common Pleas will be granted without the written approval of the Court of Common Pleas Administrative Judge.
29. No use of any facility under the jurisdiction of the County Sheriff will be granted without the prior written approval of the County Sheriff
30. Other special provisions may apply for use of county buildings and/or grounds but must be preapproved by the Administrator, Board of County Commissioners, or other proper authority.