



Application to Use Union County Grounds

Instructions:

Become familiar with the Union County Grounds Use Policy.

The Policy is available from the Commissioners' Office or on the Union County website: co.union.oh.us.

The Application Form is available as a fillable form or to print and complete.

I. Applicant Information

A. Name of Individual (s) or Organization:

B. Physical Address:

Street

2nd Line

City/State/ZIP

C. Mailing Address Same

Street

2nd Line

City/State/ZIP

D. Email Address:

E. Telephone:

1.

2.

II. Event Information

A. Date(s) & Time(s) Requested

B. Estimated Number of Participants

1. If there will be fewer than **30** participants, and if your answer to C(2) to (6) below is "No," then **NO APPLICATION IS REQUIRED**

C. Nature of Event

1. General Description

(a) Person In Charge on Site:

2. Sound Amplification Yes / No

(a) If Yes, Describe, including type and location (County does **not** provide power.)

3. Structures (Eg., Stage or Tents) Yes / No

(a) If Yes, Describe; Show Location on Diagram

Note: If you plan to use a stage, tent, or other structure, inspections or permits may be required by other offices, such as Marysville Fire or the Union County Engineer (Building)

4. Equipment (Eg., Tables, Seating) Yes / No

(a) If Yes, Describe; Show Location on Diagram

5. Vehicles Yes / No

(a) If Yes, Describe

6. Banners or Signs on Grounds Yes / No

(a) If Yes, Describe; Show Location on Diagram

Received:

Date: _____

Time: _____

By: _____

Approved / Denied

Date: _____

Signed: _____

Position: _____



III. Area(s) Requested for Use

- A. Court House, 215 W Fifth, Marysville, Ohio
 - 1. South – South Steps, South lawn to sidewalk at East Steps
 - 2. North – North Steps, North lawn to sidewalk at East Steps
- B. Justice Center, 221 W Fifth, Marysville, Ohio
 - 1. Fallen Office Monument and surround lawn to Courthouse North steps
 - 2. Parking Lot – SW side
- C. County Office Building, 233 W Sixth, Marysville, Ohio
 - 1. Grounds on the
 - (a) North side of building;
 - (b) West side of building, north of the west-side entrance
 - (c) East side of building
 - 2. Parking areas, South Side: Lower _____ Upper _____
- D. Ag Center grounds, 18000 State Route 4, Marysville, Ohio
 - 1. Between the entrance drives from State Route 4 and from County Home Road
 - 2. West and South of the Ag Center building
 - 3. Parking Area
- E. Union County Service Center, 940 London Avenue,
 - 1. Front Parking Area

NOTICE OF ACTION

APPROVED **DENIED; REASON(S)** _____

If Denied, you may appeal the decision of the County Administrator to the Board of County Commissioners by filing a written request to review or notice of appeal within 30 days after the date of the denial. See Union County Grounds Use Policy, Section 4.7.

If Approved, this serves as your Permit. The Person-In-Charge should have a copy during the Event.

Event Date _____ Access Begins at _____ and Ends at _____

Access Time *includes* pre-event set up and post-event clean up.

Service Fees Cleaning/Security/Other: Not Required ____ Required ____; Amount: _____

Security Deposit: Not Required ____ Required ____ Amount _____

See Attached for Area designation and any conditions for the Event.