

APPLICATION FOR USE OF ALPENA COUNTY PROPERTY/EQUIPMENT

After you have completed this form, please return it to: Alpena County Board of Commissioners office, either by mail at 720 W. Chisholm Street, Suite #7, Alpena, MI 49707, or email at commissionersoffice@alpenacounty.org. If you have questions, please contact the Alpena County Administrator, at 989-354-9500 or email commissionersoffice@alpenacounty.org.

This form must be accompanied by a cover letter explaining request.

Today's Date: _____

Date(s) of use: _____ **Arrival Time:** _____ **Departure Time:** _____

Name of group using county property/equipment: _____

Name of person responsible: _____

Address: _____

Phone: _____ **Email address:** _____

Type of event: _____

Number in Attendance/Expected Attendance: _____

Specific county property/equipment requested to use: _____

Value\$ _____

Location Name: _____ **Location Address:** _____

Any Temporary Structures? _____ If yes, please describe: _____

Any Parking or Traffic Flow Considerations? _____

Liability insurance naming Alpena County as an "additional insured" may be required in the amount of \$1 million for the event. Please provide a copy of insurance if required.

I have read the Rules for Use of County Grounds and I understand that County grounds and facilities will be left in a clean and neat condition after use. I agree to pay for any damage that may occur to the property/equipment during our use.

_____, (Value of damage will be assessed by the County)

Date Signed

Signature of Responsible Party: _____ **Printed:** _____

****FOR COUNTY USE ONLY****

Date Received: _____ **Deposit (if required)** _____ **Insurance Certificate** _____

Approved by Department Head Name: _____ **Date:** _____

Approved by County Administrator: _____ **Date:** _____

Notes: _____

updated 04.19.23 llb