



Alpena County Use of County Grounds

PURPOSE: To provide guidelines for use of county grounds and facilities and to maintain them in a good condition.

POLICY: When using the county grounds and facilities, the below listed procedures must be followed.

PROCEDURE: Use of the Courthouse grounds requires approval of the Board of Commissioners.

A pre-event meeting between the County Administrator, Building and Grounds department and the party responsible for the event, to inspect the grounds and determine the placement of any equipment may be required.

No animals or vehicles are allowed on the lawn or sidewalks.

Nothing will be placed on the lawn that could be harmful to grass or trees.

Nothing is to be staked or driven into the grounds.

Ropes and/or barricades will not be placed where they could be hazardous.

The buildings and lawns are not to be enclosed or roped off during the work day.

The parking lots are to be opened during the work week and are not to be closed off.

The grounds will be cleaned after each use or arrangements will be made to cover the cost of cleaning.

An Application and/or Rules for Use of County Property form will be obtained from the Commissioner's Office and must be signed by responsible party to acknowledge responsibility for the payment of any damages that might occur to lawn/buildings/facilities during designated event(s).

Upon request of the County, an insurance liability policy will be required.

Any group using County grounds and causing damages may be required to reimburse the County for the cost of said damages.



Board Policies
April 2019

The County Administrator, in the exercise of their discretion, may grant variances from these rules and requirements for cause shown on a case-by-case basis.

All requests will be reviewed and approved by the County Administrator.

In the event that any requesting person/organization is denied use of facilities or grounds, the applicant can appeal the decision to the Full Board of Commissioners.

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 Wes Wilder, Maintenance Superintendent at 989-354-6016 or email him at wilderw@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: _____ Date: _____

Approved by County Administrator: _____ Date: _____

Notes: _____