

# Guidelines for Use of the Barbour County Courthouse Grounds

Use of the Barbour County Courthouse Grounds (Courthouse Square and Gazebo) for public gatherings must follow rules below, which are meant to provide equal access, to protect sensitive areas, and to respect the nature of the courthouse and its grounds.

## General Rules

- Applications must be submitted and approved by the Office of the County Administrator prior to use of the grounds for gatherings.
- Applications are processed on a first-come, first-serve basis.
- If an activity is not in compliance with these rules, the county reserves the right to terminate the use.
- Applicants are responsible for restoring the site and grounds to their condition before use and for cleaning the premises after the use. Applicants must make appropriate provisions for trash removal.
- If staff time is used for restoration of the site and grounds to its original condition, the applicant will be billed for the staff time and the applicant will be denied usage until the bill is paid in full.
- No activity shall pose a risk to public safety.
- No activity shall impede court business or proceedings.
- No fees will be charged to use the grounds.
- The use of electricity must have prior approval.
- Benches or other equipment shall not be moved or removed.
- The user must make every effort to protect the trees, grass or other vegetation.

## Gatherings

- All gatherings must be in compliance with the general rules above.
- Use of the grounds for gatherings (without application) is limited to 20 or fewer people for short periods of time. Gatherings of more than 20 people require advance application.
- The application for a gathering should indicate the general area(s) to be used for the gathering. The county reserves the right to restrict the specific locations of gatherings.
- Applicants should ensure that gatherings comply with the City of Philippi's noise ordinance.
- No bathrooms are provided.
- The applicant is responsible for naming the County of Babrou as additionally insured on any insurance policy.
- Rain dates for events will not be given.

## Approval & Updates

These rules were adopted by the Barbour County Commission on January 17, 2020

**APPLICATION FOR USE OF BARBOUR COUNTY COURTHOUSE GROUNDS**

Date(s) of use:

Time of use (start and end times):

Group requesting use:

Name of person responsible:

Address:

Telephone #:

Cell #:

E-mail address:

Name of event:

Type of event:

Specific areas of Courthouse grounds you request to use:

Will your event require power?    Yes    No

Is the event open to the general public?    Yes    No

What equipment will be used on the Courthouse grounds? (Ex: chairs, tables, etc.)

When will equipment be set up?

Will food be served for a fee?    Yes    No

If yes, has the appropriate Health Department permit been obtained?    Yes    No

Are you planning to publicize the event?    Yes    No

Has this group used Courthouse grounds for other events?    Yes    No

If yes, please list functions and dates:

Number of participants expected:

Does this group have liability insurance to cover this event?    Yes        No

Do you require any special requests?

I have read the Use of Courthouse grounds General Rules and confirm that this application complies with the rules to the best of my knowledge.

Signature

Date

**Review and Approval**

This application will be reviewed by County Administration and applicants will receive an email notifying them of the approval decision.

Email for Notification:

Please return completed applications to the Barbour County Administrator Office.

Email: [sfrey@barbourcountywv.org](mailto:sfrey@barbourcountywv.org) ; Mail to Barbour County Commission 26 N Main Philippi, WV 26416;

Fax: at 304-457-5472

**FOR COUNTY USE ONLY**

Date Received: \_\_\_\_\_

Approved? \_\_\_\_\_ Denied? \_\_\_\_\_ Date: \_\_\_\_\_

Special Request Granted: \_\_\_\_\_

Approval Letter Emailed on: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Denial Letter Emailed on: \_\_\_\_\_