



APPLICATION FOR PERMIT TO USE Courthouse Square or Justice Center Courtyard

Name of Organization _____
Authorized Agent _____ Title _____
Address _____ Cell Phone _____
_____ Email _____

Location to be Used (Check one): ___ Courthouse Square ___ Justice Center Courtyard

List specific area (i.e. steps, plaza, etc.) _____

Proposed Use (be very specific and attach all pertinent information such as drawings or samples):

Starting Date _____ Ending Date _____
Starting Time _____ Ending Time _____

Other pertinent information _____

Attendance expected at event _____
Will the news media be invited to the event (Circle One)? Yes No
Which news Media? _____

By submitting this Application, the requesting organization is stating that they have received a copy of Section 4.5 of the Hamilton County Risk Management Policy and Procedure Manual and agrees to follow the rules and regulations it sets forth, in addition to all applicable laws.

Signature _____ Date _____

Print Name _____ Cell Phone _____

Submit COMPLETED APPLICATION to: County Risk Manager
Hamilton County Administration Building
138 East Court Street, Room 707
Cincinnati, Ohio 45202

The above permit is GRANTED subject to the following requirements: _____

Insurance Required: Yes No Amount Required: \$ _____

Approved _____ Date _____
(County Risk Manager)

Once approved and signed, a copy will be returned to the requestor, Director of County Facilities, County Sheriff and becomes a valid permit. It MUST be kept on person at site during the event and shown upon request.