



# APPLICATION/POLICY AGREEMENT FOR USE OF FACILITIES

### FACILITY DESIRED:

(See second page)

Name and Location of Facility: \_\_\_\_\_

Total Costs (if applicable): \_\_\_\_\_

### ACTIVITY INFORMATION:

Date Desired \_\_\_\_\_ Times \_\_\_\_\_ to \_\_\_\_\_

Type of Activity: \_\_\_\_\_

### ORGANIZATIONAL INFORMATION:

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

I understand that the use of county facilities is not approved until the Clarion County Commissioners take appropriate action and the requesting organization files the necessary insurance certificate (if required) and Release and Indemnity Agreement. The commissioners reserve the right to reject any request. In the event that a regularly scheduled activity must be rescheduled, the county activity will take precedence over any previously approved facility use. Failure of the lessee to adhere to expressed or implied provisions of this application will result in immediate revocation. I will also carefully consider the need for additional services, facilities, or personnel, including but not limited to restrooms, public address systems, and other equipment. I also understand that tampering with any electrical system is prohibited as is vehicular traffic on sidewalks.

### FACILITY POLICY

**1. Application for Use:** Written application for the use of county buildings or grounds must be submitted to the Chief Clerk/County Administrator in the Commissioner's Office at least thirty (30) days prior to the date of the requested use.

### **2. Availability**

All applications for the facilities are dependent upon the availability of the facilities. The county program and its organizations as well as county maintenance programs have prior right to use all facilities. Applications will be processed and assigned on a first come, first served basis.

### **3. Control:**

The control of the physical apparatus, devices, equipment, and furniture shall always be under the supervision of the security department.

### **4. Insurance:**

The applicant agrees to assume all responsibility for damage claims or liability of any kind arising out of or by reason of its use of the county facilities and further agrees to save and hold the county harmless for any claims, liability, expense or cost in connection with that use of the county facilities. The Commissioners may require the applicant to furnish a bond or a certificate of insurance to guarantee or assure performance of this assumption of liability and indemnification agreement, but failure to so require shall not be deemed a waiver thereof. The county is insured for liability damage hazards, but this insurance may not cover the applicant.

### **5. Security:**

County security personnel will be provided during events scheduled in county buildings. The county requests that groups schedule events during regular county hours (8:30a.m. - 4:30 p.m.).

### **6. Other Considerations:**

No alcoholic beverages are permitted on county premises. As it relates to the Farmers Market, according to House Bill 896 of 2007, this legislation allows limited wineries to obtain a special permit for use at Farmers Markets.

All current laws/requirements of Clarion Borough must be observed. All Liquor Control Board regulations are to be followed meaning a special permit be obtained, that wine samples be distributed in one-ounce cups, and that the wine be imbibed on the premises. All other LCB regulations must also be followed. Vendors must remind customers that open bottle may not be carried throughout the Borough as the Open Container Ordinance would, in that instance, be enforced. Smoking is only permitted in the designated smoking area (outside door). Groups are only permitted in areas which they have reserved.

### **7. COVID-19:**

Applicant must follow all PA Department of Health (DOH) & the Center of Disease Control (CDC) guidelines regarding gatherings.

Signed by agency representative:

**\*\*I agree to the above-mentioned terms:**

\_\_\_\_\_

### **COUNTY APPROVAL:**

REQUEST IS \_\_\_\_ APPROVED \_\_\_\_ DENIED

Signed by Chief Clerk/County Administrator to the Clarion County Commissioners:

\_\_\_\_\_

Date \_\_\_\_\_

Rental Costs (if any) \_\_\_\_\_

**FACILITY DESIRED:**

- Courthouse 1<sup>st</sup> floor hall
- Administration Building 1<sup>st</sup> floor conference room
- Courthouse Employee Parking Lot (available M-F 5 PM – dusk, Saturday, and Sunday dawn to dusk)
- Clarion Veterans Memorial Park (open to public, dawn to dusk)
  - Park Gazebo
  - Requesting electric or water access

- Clarion County Park (open to public, 8 AM – 9 PM)

Pavilions (Electricity and Charcoal Grills are provided at these pavilions)

- Pavilion #1                   \$60/day
- Pavilion #2                   \$60/day
- Pavilion #3                   \$60/day
- Pavilion #4                   \$60/day
- Pavilion #5                   \$60/day
- Pavilion #6                   \$60/day
- Pavilion #7                   \$60/day
- Pavilion #8                   \$80/day
- Veterans Pavilion           \$100/day

Concession Stand

- Concession Stand - without electricity and water                   \$50/day
- Concession Stand - with electricity and water                   \$100/day

Community Center/Auditorium

- Community Center/Auditorium   \$200/day
- Community Center/Auditorium (Hourly Rate, up to max. of 4 hours)   \$30/hour
- Community Center/Auditorium (Use of kitchen for concession)   \$35/hour

Ball Fields

- Ballfield #1 – without lights       \$70/day
- Ballfield #1 – with lights       \$100/day
- Ballfield #2 – without lights       \$70/day
- Ballfield #2 – with lights       \$100/day
- Ballfield #3 – without lights       \$70/day
- Ballfield #3 – with lights       \$100/day

Tournament/League Play

- Ballfield #1 – without lights       \$35/day
- Ballfield #1 – with lights       \$55/day
- Ballfield #2 – without lights       \$35/day
- Ballfield #2 – with lights       \$55/day
- Ballfield #3 – without lights       \$35/day
- Ballfield #3 – with lights       \$55/day

Soccer Fields

- Soccer Field #1                   \$70/day
- Soccer Field #2                   \$70/day

Courts/Pits

- Tennis Court                   \$15/day
- Volleyball Court               \$15/day
- Basketball Court               \$15/day
- Horseshoe Pit                   \$15/day

Animal Exercise Yard

- Animal Exercise Yard – including pavilion – without electricity   \$40/day
- Animal Exercise Yard – including pavilion – with electricity   \$60/day

Barn

- Barn – electricity included – RESERVATION REQUIRED   \$120/day