

**APPLICATION FOR USE OF DAUPHIN COUNTY PUBLIC SPACE**

Subject to availability, areas of the Dauphin County Courthouse and the Dauphin County Administration Building may be made available for public use only for events which do not interfere with county business; for events which do not discriminate on the basis of race, national origin, religion, gender, age, partisan political basis and which are open to the public; and which do not unreasonably interfere with security concerns.

In scheduling, activities of county agencies, other governmental entities and groups partnering with the County will be given preference. In the event of emergencies, events, including pre-approved events, may be delayed or canceled.

Individuals or entities using the County space are responsible to conduct events so as not to interfere with security; County tenants; or, other County related business. Individuals or entities using the County space are responsible for the behavior of those served, in attendance and associated staff/volunteers. In other words, the individual or entity using the County space must leave the premises in equal or better condition in which they found the premises before their function. Any deviation from this code of conduct will be a material breach and may be subject to revocation of access and costs of repairs to the public property, and any other janitorial/cleaning expenses associated with or caused by the event or those attending the event.

On behalf of \_\_\_\_\_[Entity], I am requesting use of County public space and agree to the foregoing and agree to indemnify and hold Dauphin County harmless from any direct cost or damages arising from the willful or negligent act or omission of \_\_\_\_\_[Entity], its officers, agents, servants, employees and volunteers relating to the use of the County Space, as set forth above. \_\_\_\_\_[Entity], in no way, assumes or agrees to be responsible for any act or omission of Dauphin County, its agents, servants and employees, or for any person who is not an officer, agent, servant, employee, or volunteer of \_\_\_\_\_[Entity], nor assume or agree to be responsible for any act or omission of others on the County Space, including the persons being served.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Entity Name /Address

\_\_\_\_\_  
Cell Phone Number



Organization Name:

\_\_\_\_\_

This Organization is a(n)      Corporation       Association       Individual   
Other

Contact Person:

Contact Person Address: \_\_\_\_\_ Email: \_\_\_\_\_



Description of Event:

\_\_\_\_\_

Date of Event: \_\_\_\_\_

Time the Event is to Commence: \_\_\_\_\_ Event will end no later than: \_\_\_\_\_



Area Requested for  
Use: \_\_\_\_\_

List of equipment, seating, exhibitor signage to be used:

\_\_\_\_\_

No food or drink will be served or used except:

\_\_\_\_\_

\_\_\_\_\_