

COURTHOUSE PLAZA USE PERMIT APPLICATION

APPLICANT/ORGANIZATION NAME _____ TODAY'S DATE _____

ADDRESS _____

TELEPHONE _____

DATE OF EVENT _____ GENERAL PURPOSE OF EVENT _____

REQUESTED LOCATION OF EVENT/PARADE ROUTE: _____

ESTIMATED # OF PARTICIPANTS _____ ESTIMATED # OF VEHICLES INVOLVED _____

ESTIMATED # OF PEDESTRIANS INVOLVED _____

PERSON(S) RESPONSIBLE FOR PERMIT ACTIVITY _____

PERSON(S)/ORGANIZATIONS REQUESTING PERMIT NOT LISTED ABOVE _____

ADDRESS & TELEPHONE OF ADDITIONAL PERSON(S) _____

PERSON(S)/ORGANIZATIONS MUST HAVE ADEQUATE INSURANCE FOR PERSONAL INJURIES OR PROPERTY DAMAGE THAT MAY OCCUR DURING EVENT; IS THE COUNTY A NAMED INSURED FOR THIS EVENT? _____

(PLEASE PROVIDE COPY OF CERTIFICATE OF INSURANCE WITH APPLICATION)

SECURITY TO BE PROVIDED BY APPLICATION (Ex: Off-Duty Officers, Rental Cops): _____

AREAS OR PLANNED ACTIVITIES REQUIRING BARRICADES _____

WILL THERE BE VENDORS PRESENT? _____ IF SO, DO THEY HAVE CURRENT
VENDOR'S LICENSES? _____

PERSON(S)/ORGANIZATIONS RESPONSIBLE FOR CLEAN UP _____

SIGNATURE OF APPLICANT(S)

SIGNATURE OF APPLICANT(S)

Applicants Do Not Write Beyond This Point

This permit is valid for the dates indicated only. This permit must be signed below by the Preble County Commissioners prior to approval and shall be subject to revocation if any of the statements contained herein are found to be falsified or untruthful by the applicants.

DATE _____

_____ APPROVED _____ DENIED

Commissioner

Commissioner

Commissioner

**PREBLE COUNTY PERMIT PROCEDURE FOR OBTAINING PERMITS FOR
SPEECHES, PARADES, ASSEMBLIES AND DEMONSTRATIONS**

1. This permit application is a government document and any falsified or untruthful responses on this permit application by the applicant shall subject the applicant to prosecution to the fullest extent allowed by law. The applicant shall be defined as any person, organization, or their agent(s) providing written answers or responses to the questions on this application form.
2. Each applicant shall fully comply with the time, place, and manner regulations as set forth by applicable Preble County resolution and herein by the Preble County Commissioners.
3. This permit shall be properly filed with the Preble County Commissioners at least **10 DAYS PRIOR TO THE EVENT**. The event shall at all times be defined as the speech, assembly, parade, or demonstration as being the subject of this permit application.
4. The application shall be filed with the Board of Preble County Commissioners, located at the Preble County Courthouse, First Floor, 101 East Main Street, Eaton, Ohio 45320, to be considered properly filed for consideration by the Preble County Commissioners.
5. Upon receipt of a properly filed application, the Preble County Commissioners shall promptly consider the permit application and render a decision of approval or denial in a timely fashion not to exceed seven (7) calendar days and shall notify the applicant(s) of this decision with the reason in support of that decision promptly thereafter by regular U.S. mail service or additionally by phone at the phone number given on the application if time is of the essence.
6. The Preble County Commissioners shall have exclusive authority to render all decisions relating to this permit application. In rendering these decisions with regard to applications for permits, the Preble County Commissioners shall consider the following:
 - a. Timing of the Event: Will the event take place during normal county business hours or will the event take place on a weekend date?
 - b. Location of Event: Will the event take place at a public forum or a semi-public forum? What impact will the location of the event have on Preble County's normal business operations?
 - c. Traffic Considerations: Will the event cause traffic congestion on or around county property? Will there be a need for traffic barricades?
 - d. Security Issues: Who will provide security? Who is obligated to pay for security?
 - e. Clean-up: Who will provide for the clean up after the event has taken place?
 - f. Insurance: Does the applicant(s) have adequate insurance for personal injuries or property damage that may occur during the event? Is the county a named insured for this event?
 - g. Parking: Is there adequate space for the estimated number of participants?
 - h. Vendors: Will there be vendors present? Do they have current vendor's licenses?
 - i. Applications: Was it properly filed? Was every application question answered?
7. If the Preble County Commissioners decide to deny the permit application, applicants shall have the right to appeal the Board of Preble County Commissioners' administrative decision to the Preble County Common Pleas Court, General Division, or other applicable courts unless notified otherwise.
8. If this application is found to be falsified or untruthful in any way, the Preble County Commissioners shall immediately deny the application for a permit or revoke the permit, if previously granted, and refer the matter to the county prosecutor's office for criminal and/or civil proceedings accordingly.