

# Polk County Government Facilities Use Permit Application

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

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

(this should be a day of contact number so that you can be reached in the event of an emergency)

Email: \_\_\_\_\_

Facility Applying For: \_\_\_\_\_

Intended Use of Facility: \_\_\_\_\_

Number Anticipated in Attendance: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Polk County reserves the right to cancel permits in the event of conflicts with official functions. All individuals obtaining permits must adhere to all facilities use policies. Failure to follow policy may result in revocation of present permit or future denial of issuance of permit.

Applicant shall hold Polk County harmless and shall indemnify Polk County from any claims whatsoever resulting from the use (or misuse) of Polk County property by Applicant's activities on said property.

I understand that as users of County Facilities, I shall be fully responsible for any damage, loss or destruction of County property that occurs as a result of our use of County property, ordinary wear & tear excepted.

Applicant agrees to follow all COVID-19 best practices, safety rules & regulations as suggested by the North Carolina Department of Public Health.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*FOR OFFICE USE ONLY*

Approved by: \_\_\_\_\_

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

DL Received: \_\_\_\_\_

# Polk County Government Facilities Use Permit Application

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

**POLICY REGARDING THE USE OF COUNTY FACILITIES**  
ADOPTED BY THE POLK COUNTY BOARD OF COMMISSIONERS  
MAY 15, 1996  
(AMENDED OCTOBER 21, 1996)

---

MAY INCLUDE, BUT IS NOT LIMITED TO COURTROOM, COURTHOUSE LAWN, BOC MEETING ROOM, JURY ROOM, EMERGENCY OPERATIONS CENTER (EOC), STEARNS PARK, STEARNS GYM AND ETC.

Polk County citizens and civic groups must first obtain prior approval from the proper authority for use of any County facilities.

- ▶ Clerk of Court's Office:
  - Courtroom & Courthouse Lawn
- ▶ County Manager Office:
  - Board of Commissioners Meeting Room
  - Jury Room
  - Emergency Operations Center (EOC)
  - Stearns Park
- ▶ Recreation:
  - Stearns Gym
  - Recreation Complex

Groups may reserve facilities on a first come-basis. Any reservation may be cancelled with a governmental function (i.e. special Board of Commissioners meeting in Board of Commissioners Meeting Room of Court Session in the Courtroom).

Groups are responsible for the facilities they have reserved. The facility is expected to be in the same condition at the end of the period as it was at the beginning. Any litter is expected to be picked up after use of the facility.

Each of the indoor facilities in this policy are "smoke-free" facilities by order of the Health Department.

Alcoholic beverages and illegal drugs are strictly prohibited in all facilities.

Violation of any of the above provisions may result in loss of rights to use facilities.

Groups or persons securing permit must designate a representative who will supervise permitted facilities and who must have the permit available at all times during the period of actual use of the facility.

A written permit, not to be issued earlier than one (1) year from the projected date of use, shall be applied for in the Office of the County Manager.

No activity involving use of the County Facilities by a non-governmental entity or individual shall occur on County property without written permit.