PUTNAM COUNTY BOARD OF COMMISSIONERS

117 Putnam Drive, Suite A ◊ Eatonton, GA 31024

General Guidelines for use of County Property for Events

The following properties may be reserved for events: Courthouse Lawn, Courthouse Interior, Greenspace adjacent to Old Jail, Greenspace adjacent to the County Administration Building.

All reservations must be made at the offices of the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia, by provided application. A state issued Driver's License or Identification Card must be presented at time of reservation. Any applicant falsifying information will have their event cancelled and no refund will be issued. A fee of $150 per event is required to be provided with the application, unless such application includes a request for a waiver for indigency, with $50 of it being refundable if approved.

Events may be cancelled, and/or certain activity areas may be closed due to unforeseen acts of nature or other dangerous situations. The county reserves the right to add additional conditions for all events for health, safety, and/or security reasons.

County Property may **not** be used for fundraising, unless such funds are raised by a 501(c)3 nonprofit organization or religious organization.

There must be adult chaperones present for individuals under age 21.

County Property may only be used during times listed on your approved application (this includes set-up and clean-up).

Rental requester agrees, in accordance with applicable laws and county policies, that there shall be no discrimination on the basis of race, national origin, religion, creed, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, age, genetic information, disability, or veteran's status as to any aspect of the activities contemplated herein.

The following is prohibited on County Property: alcohol use, fighting, firearms and explosives, weapons, illegal drugs and tobacco products, profanity, chalk, stickers, littering, glass containers, percussion instruments, amplified music, open flames including candles, tiki torches, and grills, pets (with the exception of service

animals), any activity or equipment that may cause damage to the grounds (unless approved by the Sheriff and County Manager).

No charge for admission allowed at any County Property.

Individual, group, or organization using County Property agrees to assume any and all liability for any injury or loss attributable to the use of County Property and to Hold Harmless Putnam County, its Board of Commissioners, employees and agents for the same.

Political events, both partisan and non-partisan, are permitted as long as the events are open to the general public and do not promote or endorse individual candidates.

Costs for repair of any and all damages to County Property shall be charged to the person or group who is responsible for the event.

Putnam County will not be responsible for articles left on premises.

All events must end by 11:00 pm on all County Property.

Insurance must be maintained on vehicles used for events on County Property.

County Property must be left clean.

In order to cancel an event and receive a full refund for the reservation, the county manager and/or clerk must be notified of the cancellation at least 10 business days in advance of the event.

For the use of any County Property, an application must be received at least five (5) business days prior to the use of the property. Any application will be responded to within three (3) business days of receipt.

There will be no use of the courthouse or it's grounds that interferes with the normal operations of any office inside the structure, nor will any activity take place that obstructs, hinders, or disturbs any court conducting business therein, or is not in conformity or compliance with the security plan of the courthouse as defined in O.C.G.A.§15-16-10, et seq.

I have read and understand these General Guidelines for use of County Property.

Printed Name: _____

Date: _____

Signature: _____