

Van Buren County
Request to use County Property

Email this form and all attachments to: admin@vanburencountymi.gov

APPLICANT INFORMATION

CONTACT PERSON'S NAME		AGENCY	
ADDRESS			
CITY		STATE	ZIP
TELEPHONE NO.		ALTERNATE TELEPHONE NO.	
EMAIL			

EVENT INFORMATION

NAME OF EVENT		
DESCRIPTION OF EVENT		
COUNTY PROPERTY REQUESTED (PLEASE LIST IF RESTROOM USE IS BEING REQUESTED FOR AN OUTDOOR EVENT)		
DATE(S) REQUESTED	TIME OF EVENT - START	TIME OF EVENT - FINISH
I HAVE ATTACHED EVENT INSURANCE		
<input type="checkbox"/> YES <input type="checkbox"/> NO		

Room Use Request - Complete this section only if you are requesting a room.

ROOM REQUESTED	
IF CONF. ROOM - START / FINISH TIMES	NUMBER OF ATTENDEES EXPECTED
WILL YOU NEED AUDIO / VIDEO CAPABILITIES? PLEASE DESCRIBE	

- Permission is requested to use the specified County property. The responsible party agrees to restore the property to its original condition after use.
- If event insurance is purchased, Van Buren County will be named as an additional insured. Whether or not insurance is purchased, the requesting party agrees to indemnify and hold Van Buren County harmless from any claims, actions, or liabilities arising from the use of County property.
- I understand that no barricading of County facilities or parking areas is allowed and that emergency vehicles must have free access to all parking areas at all times. Additionally, I understand that County facilities may not be used for fundraising activities.

APPLICANT'S SIGNATURE

DATE