

Grant County Property and Building Use

This policy outlines the requirements for individuals and organizations wishing to use any Grant County property or building except for the fairgrounds*. All applicants must adhere to these guidelines to ensure the protection, safety, and responsible use of government property.

1. Application and Advance Notice

- **Notice Period:** All requests for use must be submitted at least one week (7 calendar days) before the desired use date.
- **Application Form:** Applicants must complete the Grant County Property and Building Usage Request Form, available through the County Clerk's Office or on the county website.
- **Event/Signage Details:** The application must include a description of the event or signage, estimated attendance (if applicable), duration, specific areas requested (lawn, building rooms, etc.), and other relevant details.

2. Proof of Liability Insurance

- **Insurance Requirement:** All applicants must provide a Certificate of Liability Insurance with a minimum coverage of \$1,000,000 per occurrence. (Not applicable to only placing signs)
- **County as Additional Insured:** Grant County must be listed as an additional insured on the policy for the event's date(s).
- **Submission Deadline:** Proof of insurance must be submitted with the application and received at least five days before the scheduled event.

3. Power Usage

- **Power Request:** If power is required, applicants must specify the need for electrical access on the application form.
- **Power Fee:** Depending on the type of event and power demands, a fee may apply for electrical usage.
- **Approval:** Power requests are subject to approval based on the courthouse's capacity to accommodate the additional load.

4. Request to Place Signs on the County Property

- **Purpose and Duration:** All requests to place signs on county property must include the purpose, proposed display dates, and a description of the signage (dimensions, materials, content).
- **Approval Process:** Signage requests will be reviewed to ensure they comply with county policies, maintain public safety, and do not obstruct visibility or interfere with county operations.
- **Installation and Removal:** Applicants are responsible for the proper installation and timely removal of signs. Signage must not cause damage to the lawn or surrounding property.
- **Restrictions:** Signs promoting commercial activities, containing offensive language, or violating county ordinances will not be permitted.

5. Additional Requirements

- **Set-Up and Clean-Up:** All users are responsible for set-up and clean-up, including removal of all equipment, materials, and litter. Any damages or extra cleaning required may incur additional charges.
- **Security:** Events requiring courthouse access may require additional security arrangements. If needed, security costs are the applicant's responsibility.
- **Noise Ordinance Compliance:** Events must comply with local noise ordinances and may be subject to volume limits to avoid disturbance.
- **Public Access:** Events may not obstruct courthouse entrances, exits, or sidewalks without prior arrangement and approval.
- **Cancellation:** Grant County reserves the right to cancel any event with minimal notice due to unforeseen circumstances, such as security or safety concerns. Fees may be refunded at the county's discretion.

6. Approval and Notification

- **Approval Notification:** The applicant will receive written notice of approval or denial within three business days of submitting a complete application.
- **Denial and Appeal:** If an application is denied, the applicant may appeal in writing within three business days of the notice.

7. Compliance and Enforcement

- **Adherence to Policy:** Failure to comply with any portion of this policy may result in immediate revocation of permission to use the property and denial of future use requests.
- **County Rights:** Grant County reserves the right to monitor and enforce adherence to all guidelines throughout any approved event.

For further inquiries or to submit a request, please contact:

Grant County Clerk's Office
 Phone: 608-723-2675
 Email: countyclerk@co.grant.wi.gov

*Use of the Grant County Fairgrounds or any buildings at the fairgrounds should be requested through the Fair Office.