

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.

Grant County Property Use Application Form

Please complete all sections of this form to request the use of any Grant County property or building use, or to place signage. Submission of this form does not guarantee approval. Requests must be submitted at least one week (7 calendar days) before the event date.

1. Applicant Information

Organization/Individual Name: _____

Primary Contact Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

2. Event or Signage Request Information

Event Name: _____

Event Date(s): _____

Start Time: _____ End Time: _____

Location Requested:

(Please indicate which Grant County Property you are requesting to use)

Estimated Attendance: _____

Event Description (briefly describe the purpose and activities planned for the event):

3. Signage Details (if applicable)

Purpose of Signage: _____

Proposed Dates for Display: From _____ to _____

Signage Dimensions and Description:

Installation and Removal Plan:

4. Insurance Requirement

Insurance Carrier: _____

Policy Number: _____

Coverage Amount (must be at least \$1,000,000 per occurrence): _____

Additional Insured:

Yes

No (Provide this information at least 5 days before the event date)

Attach proof of insurance (Certificate of Liability Insurance) with this application.

5. Power and Utility Requirements

Yes No (specify the type of power if applicable): _____

Additional fees may apply for electrical access.

6. Set-Up and Clean-Up Plans

Set-Up Date/Time: _____

Clean-Up Completion Date/Time: _____

Describe your set-up, clean-up, and equipment removal plan:

7. Additional Requirements

Will your event include any of the following?

- **Additional Security:** Yes No
- **Amplified Sound:** Yes No (Must comply with local noise ordinances)

8. Acknowledgment and Agreement

By signing below, I confirm that I have read and agree to abide by the Grant County Property and Building Use Policy. I understand that non-compliance may result in event cancellation or future use denial.

Signature of Applicant: _____

Date: _____

9. Submission

Submit this form with proof of insurance and any supporting documentation to:

Grant County, County Clerk
111 S. Jefferson St.
P.O. Box 529
Lancaster, WI 53813

Email: countyclerk@co.grant.wi.gov
Phone: 608-723-2675

Office Use Only

Date Application Received: _____

Approved / Denied: _____

Approval/Denial Notification Sent on: _____

Additional Notes: _____