



APPLICATION FOR PERMIT TO USE COUNTY FACILITY (Interior Space)

Where an area of any county facility has been assigned to a State or County Judge or Official, the County Risk Manager or designee may permit that unassigned area to be used on a temporary basis by any political subdivision as defined in Ohio Revised Code Sec. 2744.01 provided that the county is reimbursed for any costs associated with the temporary use of the area of the county facility.

Name of Organization _____
Authorized Agent _____ Title _____
Address _____ Cell Phone _____
_____ Email _____

Location (Check one): ___ Courthouse ___ 800 Broadway ___ Administration Building ___ 230 E. 9th St.
List specific area(s) (i.e. room numbers, other) _____

Name of Judge or Official requesting usage of Space: _____
Submitted by Court Administrator only when a Judge requests usage of space _____

Proposed Use (be very specific and attach all pertinent information such as drawings or samples):

Starting Date _____ Ending Date _____
Starting Time _____ Ending Time _____

Other pertinent information _____

Attendance expected at event _____
Will the news media be invited to the event? Yes No
Which news Media? _____

By submitting this Application, the requesting organization is stating that they have received a copy of Section 4.5 of the Hamilton County Risk Management Policy and Procedure Manual and agrees to follow the rules and regulations it sets forth, in addition to all applicable laws.

Signature _____ Date _____
Print Name _____ Cell Phone _____

Submit COMPLETED APPLICATION to: County Risk Manager
Hamilton County Administration Building
138 East Court Street, Room 707
Cincinnati, Ohio 45202

The above permit is GRANTED subject to the following requirements: _____

Insurance Required: Yes No Amount Required: \$ _____

Approved _____ Date ___/___/___
(County Risk Manager)

Once approved and signed, a copy will be returned to the requestor, Director of County Facilities, County Sheriff and becomes a valid permit. It MUST be kept on person at site during the event and shown upon request.