



County of Peoria
County Administration

Peoria County Courthouse, Room 502
324 Main Street, Peoria, Illinois 61602
Phone (309) 672-6056 Fax (309) 672-6054 TDD (309) 672-6073
Web: www.peoriacounty.org

**APPLICATION FOR USE OF
PEORIA COUNTY COURTHOUSE GROUNDS**

EVENT INFORMATION

Event Title: _____
Event Date Starts: _____
Event Date Concludes (if more than one day): _____
Event Time Starts: _____
Event Time Concludes: _____
Number of Participants in Event: _____
Expected Number to attend Event: _____
What part of Courthouse Grounds will
be used for the Event? _____
Describe the Event: _____

What is the Purpose of the Event? _____

Describe exhibits or items to be displayed: _____

Items to be provided by Sponsor: _____

Sponsor's Needs of the County : _____



Peoria County Application For Use of Courthouse Grounds

SPONSOR INFORMATION

Sponsoring Organization Name: _____

Organization's Authorized Agent: _____

Organization's Street Address: _____

City, State Zip Code _____

Telephone: _____

Facsimile: _____

Website: _____

Authorized Agent's Email: _____

Organization Incorporated? Yes No

Describe the Nature/Mission of the Sponsoring Organization: _____

EXECUTION OF THIS APPLICATION CERTIFIES THE APPLICANTS KNOWLEDGE AND UNDERSTANDING THAT THE APPLICANT, IT'S ORGANIZATION AND PARTIES THERETO SHALL COMPLY WITH THE RULES AND REGULATIONS FOR USE OF THE COURTHOUSE GROUNDS AS SET FORTH IN ATTACHED EXHIBIT A.

THE APPLICANT, ITS ORGANIZATION AND PARTIES THERETO SHALL INDEMNIFY AND HOLD HARMLESS THE PEORIA COUNTY BOARD FROM AND AGAINST ANY AND ALL LOSS, COST, DAMAGE, OR EXPENSE FOR OR ON ACCOUNT OF INJURY TO OR DEATH OF ANY PERSON OR PERSONS OR FOR ANY INJURY TO PROPERTY, INCLUDING PROPERTY OF THE PEORIA COUNTY BOARD OR AS A RESULT OF APPLICANT'S USE OF THE PREMISES.

Signature of Authorized Agent

Date

Approved Denied Date: _____

Action By: _____
County Administrator

- Distribution:
- Applicant
 - County Administration
 - Communications
 - Facilities Management
 - Sheriff-Courthouse Security



Peoria County Application For Use of Courthouse Grounds

RULES & REGULATIONS FOR USE OF COURTHOUSE SQUARE AS REVISED AND APPROVED BY THE PEORIA COUNTY BOARD

BE IT RESOLVED THAT, in order preserve the functional purposes of and to maintain the dignity of the Peoria County Courthouse and the various adjacent Courthouse Plazas, and to emphasize the architectural beauty of this structure and its setting, the Peoria County Board hereby establishes the following policy for use of the Courthouse Square:

1. The Plaza at the corner of Main Street and Northeast Jefferson Avenue is hereby designate d as the site for such lawful meetings, gatherings, and assemblages of every kind that are either directly or indirectly of a political nature or which in any way involve matters of public issue, as may be held in accordance with the provisions of these rules and regulations. All such meetings, gatherings and assemblages shall be confined to this particular Plaza area.
2. The other Plaza areas of the Courthouse Square shall be used for all such other events and activities which the County Board's Management Services Committee, in its sole discretion, deems compatible with the stated purposes of, and held in accordance with, these Rules and Regulations, including, but not being limited to, art exhibits, concerts, scientific displays, dramatic presentations and other events of a similar nature.
3. All use of the Courthouse Square shall be in such manner as to comply with all Federal, State and local statutes, laws, ordinances and regulations.

The above uses of the Courthouse Square are subject to the following rules adopted by the Peoria County Board:

1. Requests for special use of the Courthouse Square shall be made in writing to the Peoria County Board on forms provided by the Board and received in the Administration Office at least one week prior to the event. Request forms may be obtained from the Administration Office, Room 401 of the Peoria County Courthouse.
2. Activities may be planned between the hours of 8:00 A.M. until 5:00 P.M.
3. The final decision as to the scheduling of events rests with the Management Services Committee of the Peoria County Board.
4. No admission charge may be made for any event.
5. No solicitation for membership or for donations to any group or organization may be made at any time within the area of the Courthouse Square.
6. No food or beverages may be sold within the areas of the Courthouse Square without prior approval.
7. The sale, distribution, and/or consumption of alcoholic beverages is prohibited within in the areas of the Courthouse Square.
8. Items of any exhibit or display may be offered for sale. Items sold may not be removed from exhibit until the end of the exhibit period.
9. No facilities are available in the building or on the site for storage of any equipment, materials or exhibits. Such storage is to be provided by the user or exhibitor.