Guidelines for Use of the Barbour County Courthouse Grounds

Use of the Barbour County Courthouse Grounds (Courthouse Square and Gazebo) for public events must follow the rules below, which are meant to provide equal access, to protect sensitive areas, and to respect the nature of the courthouse and its grounds.

General Rules

- Applications must be submitted and approved by the Office of the County Administrator prior to use of the grounds.
- Applications are processed on a ***first-come, first-serve basis***.
- The application should indicate the general area(s) to be used for the event. The county reserves the right to restrict locations of use.
- If an activity is not in compliance with these rules, the county reserves the right to terminate the use.
- Applicants are responsible for restoring the site and grounds to their condition before use and for cleaning the premises after the use. Applicants must make appropriate provisions for trash removal.
- If staff time is used for restoration of the site and grounds to its original condition, the applicant will be billed for the staff time and the applicant will be denied usage until the bill is paid in full.
- No activity shall pose a risk to public safety.
- No activity shall impede court business or proceedings.
- No fees will be charged to use the grounds.
- The use of electricity must have prior approval.
- Benches or other equipment shall not be moved or removed.
- The user must make every effort to protect the trees, grass or other vegetation
- No bathrooms are provided
- The applicant is responsible for naming the County of Barbour as additionally insured on any insurance policy.
- Rain dates for events will not be given. Please resubmit your request if your event is cancelled.
- Use of the grounds for gatherings (without application) is limited to 20 or fewer people for short periods of time. Gatherings of more than 20 people require advance application.
- Applicants should ensure that gatherings comply with the City of Philippi's noise ordinance.
- All scheduled events will be posted on the Barbour County Events Calendar located at https://barbourcountywv.org/events/ . Provide your event's flyer if you would like it included with your event's listing.

Adoption:

This process was adopted by the Barbour County Commission on January 17, 2020.

APPLICATION FOR USE OF
BARBOUR COUNTY COURTHOUSE GROUNDS

Date(s) of use: _____

Time of use (start and end times): _____

Group requesting use: _____

Name of person responsible: _____

Address: _____

Telephone #: _____ Cell #: _____

E-mail address: _____

Name of event: _____

Type of event: _____

Specific areas of Courthouse grounds you request to use: _____

_____

Will your event require power? ☐ Yes ☐ No

Is the event open to the general public? ☐ Yes ☐ No

What equipment will be used on the Courthouse grounds? (Ex: chairs, tables, etc.)

_____

_____

When will equipment be set up? _____

Will food be served for a fee? ☐ Yes ☐ No

If yes, has the appropriate Health Department permit been obtained? ☐ Yes ☐ No

Are you planning to publicize the event? ☐ Yes ☐ No

Has this group used Courthouse grounds for other events? ☐ Yes ☐ No

If yes, please list functions and dates: _____

Number of participants expected: _____

Does this group have liability insurance to cover this event? ☐ Yes ☐ No

Do you require any special requests? _____

_____

_____

I have read the Use of Courthouse Grounds General Rules and confirm that this application complies with the rules to the best of my knowledge.

Signature: _____ Date: _____

Review and Approval

This application will be reviewed by the County Administration and applications will receive an email notifying them of the approval decision.

Email for Notification: _____

Please return completed applications to the Barbour County Administrator Office.
Email: sfrey@barbourcountywv.org (preferred); Mail to Barbour County Commission 26 N Main Philippi, WV 26416; Fax: at 304-457-5472

FOR COUNTY USE ONLY

Date Received: _

Approved?_____Denied?_____Date:_____

Special Request Granted:

Approval Letter Emailed on:

Reason for Denial:

Denial Letter Emailed on: