

APPLICATION FOR COURTHOUSE USE

**BROWN COUNTY
FACILITY MANAGEMENT
305 E. WALNUT ST. GREEN BAY, WI 54301
BC.FM.Accounts.Payable@browncountywi.gov
PH: (920) 448-7600**

Date(s) Requested: _____ Time(s) Requested: _____

Organization: _____ Purpose of Use: _____

Contact Person: _____ Telephone: _____

Alternate Phone: _____ Size of Group: _____

Address: _____

City, State, Zip: _____

I have read, understand, and agree to the information contained in the Courthouse Use Guidelines.

In addition, I understand I will be charged for items indicated below:

Rental Fees:	Half Day (4HRS)	Full Day (8 HRS)	Evening (4:00pm – 11:00pm)
Public Areas (Including rotunda)	\$250	\$500	\$300
Patio (Includes access to restrooms)	\$100	\$200	\$150
Courtroom 360	\$150	\$300	\$200
Courtroom 330	\$100	\$200	\$150
Facility Attendant	\$45.00/HR	\$45.00/HR	\$45.00/HR
*Required evenings and weekends			
Facility Deposit (Required for all reservations)	\$500	\$500	\$500

Press Conferences: FREE with approved application. Include location below and add \$45 for podium set up.

Total: _____

USE

The premises may be used for programs sponsored by governmental agencies, non-profit educational and cultural organizations, community service agencies and other responsible groups. Programs involving the sale, advertising or promotion of commercial products or services may only occur as part of a County-sponsored program, as approved by the Facility Management Department.

ALCOHOL

No alcoholic beverages may be consumed in the Courthouse, unless permission is granted by the Facility Management Department, per Wisconsin State ordinance Statute #125. When alcoholic beverages are consumed, they MUST be served by a licensed bartender, free of charge, under invitation only and not open to the public. No cash bars allowed.

REFRESHMENTS

Light refreshments may be served. Please keep refreshments in the room(s) scheduled. Refreshments are not allowed in the hallway, rest rooms, etc. Groups using any meeting room(s) Friday evening through Sunday must remove their trash from the building.

RESTRICTIONS

The Courthouse premises may not be used for any purpose which may unreasonably interfere with the normal operation of the Courthouse. The use of duct tape is strictly prohibited on any surfaces. Per Brown County, the Courthouse is a smoke -free. No smoking allowed within 30 feet of the building. No ladders may be brought in to decorate. Confetti and rice are not allowed.

Decorating is only allowed on the day of the event unless you reserve the facility the day before.

Flameless candles may be allowed with permission; however no open flames are allowed. All meeting room and equipment cancellations should be made at least 24 hours prior to the meeting or risk forfeiting all fees except the deposit.

All fees must be paid in advance of the meeting. Checks can be made payable to the Brown County Treasurer.

EQUIPMENT

All additional equipment needs such as tables, chairs, coat racks, etc. must be supplied by the renter. County staff are not authorized to provide equipment. You may provide your own film or slide projector, videotape player, tape recorders or other AV equipment, however no additional equipment such as displays, exhibits or hardware may be brought in to meeting spaces without permission.

CLEAN UP

The renter is responsible for proper clean-up and disposal of all refuse, leaving each area in the same condition in which it was found. A Facilities staff member is required to be on-site during the event (at a cost to the renter).

AUTHORIZATION

Once the rental has been authorized, the completed application, signed by an authorized representative of the group, and rental payment must be received by the Facility Management Department before a reservation can be confirmed. Renters agree to abide by all guidelines and procedures of the county regarding use of facilities and accepts responsibility for any damage caused to the building or its equipment resulting from the reservation. The person signing the application will be held responsible for leaving the facility clean and orderly. The County reserves the right to assess a charge for extra custodial or cleaning services as needed.

I further understand that the need for extensive cleaning, and/or damage, as a result of your use, may occur more charges.

AGREEMENT:

Applicant agrees to abide by all guidelines and procedures of Brown County regarding the use of facilities and accepts responsibility for any damage caused to the building or its equipment, other than normal wear, resulting from applicant's use. The applicant will leave the room(s) clean and orderly. The Applicant shall indemnify and hold harmless Brown County, their agents, officers, employees, and volunteers from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and/or within the Courthouse premises (as described by reason in the Courthouse Use Application, or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any bodily injury to or death of any person or by reason of any injury occasioned by any act or omission, neglect or wrongdoing of the Applicant or any of his/her, and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Applicant to the premises, and the Applicant will, at his/her, and/or its own cost and expenses, defend and protect Brown County, their agents, officers, employees, and volunteers against any and all such claims or demands.

Any exemptions to these policies must be received, in writing, prior to the event.

Additional requests:

Signature of Applicant: _____ **Date:** _____

Facility Management Department: _____ **Date:** _____

**SIGN AND RETURN ORIGINAL EXECUTED COPY TO:
Attn: Lisa VanHandel lisa.vanhandel@browncounty.gov
BROWN COUNTY FACILITY MANAGEMENT DEPARTMENT
305 E. Walnut St., Green Bay, WI 54301**