



# Cumberland County Grounds Scheduling

## Application to Schedule Use of the Courthouse Grounds and War Memorial Park

Complete and Return to the County Mayor's Office

Requested Site:  Courthouse Grounds  War Memorial Park

Requested Date: \_\_\_\_\_ Requested Time: \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Are you a charitable/non-profit organization?  Yes  No

Will your event require the use of external electrical outlets?  Yes  No

Will your event charge fees? If yes, please explain: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

### Responsibilities of Groups or Organizations Using the Courthouse Grounds

1. Users are responsible for cleaning up after the event or activity, including emptying trash.
2. If required, users are responsible for providing restrooms for activities conducted during non-business hours.
3. In order to protect the grounds, motor vehicles and trailers must be kept off the grass. Digging is prohibited on the Courthouse lawn.
4. Parking spaces surrounding the Courthouse/Park are used by the public during normal business hours. These spaces and the sidewalks are owned/administered by the City of Crossville and cannot be reserved using this form.
5. No unattended signs are permitted on the Courthouse grounds or War Memorial Park.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----Official Use Only Below This Line-----

This date was reviewed and found to be available by \_\_\_\_\_ on \_\_\_\_\_.

- Another event scheduled this day. Details: \_\_\_\_\_  
 Request Approved       Request Denied

Mayor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form is for scheduling the use of Courthouse and War Memorial Park grounds as authorized in Resolution 02-2019-1. Citizens, groups, and organizations may use the grounds for rallies, meetings, assemblies, and events (hereinafter "events"). Signature does not indicate endorsement or support of any event.