



## RANDOLPH COUNTY COMMISSION

### COURTHOUSE COURTYARD USE REQUEST FORM

Return Completed Form To:  
Randolph County Commission  
4 Randolph Avenue, Suite 207  
Elkins, WV 26241  
Phone: 304-636-2057  
Fax: 304-630-1125  
Email: [mlott@randolphctywv.org](mailto:mlott@randolphctywv.org)

Organization's Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Begin and End Time of Event: \_\_\_\_\_

Starting and End Point of Event (if applicable): \_\_\_\_\_

Has Liability Insurance been obtained for the event?

☐ Yes   ☐ No

\*If Yes, Randolph County Commission must be listed as the Certificate Holder and added as an additional insured on a primary, non-contributory basis. A 30-day notice of cancellation must apply for the certificate holder.\*

#### **GUIDELINES FOR USE OF THE COURTHOUSE COURTYARD**

1. The organization and its representatives are responsible for the safety and conduct of all participants.
2. The organization is liable for any damage to county property during the event.
3. Cleanup of the courtyard area must be completed immediately following the event.
4. If applicable, please coordinate with local municipal authorities for any additional permits or approvals needed.

#### **APPLICANT SIGNATURE**

I have read, understood, and agree to the above guidelines.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **COMMISSION APPROVAL (To be completed by Randolph County Commission)**

President: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Commissioner: \_\_\_\_\_

Date Approved: \_\_\_\_\_