



## **Board of Commissioners**

Ann Coleman – Chair

William Finley Jr., Commissioner

Timothy M. McGonigle, Commissioner

Roni Shilling, Senior Chief Clerk

724-662-3800 x2512

# **COUNTY OF MERCER REQUEST FOR COURTHOUSE TOUR**

## **COURTHOUSE POLICY FOR VISITS AND GUIDED TOURS**

**The Mercer County Commissioners are very proud of our Courthouse and encourage residents and guests to visit and appreciate the beauty of the structure and the artwork. This will be sent to all who call to request a guided group tour and will need received back before a tour can be scheduled.**

### **POLICY**

1. To schedule a guided tour of the County Courthouse with a County Commissioner, please call the Commissioners' office at 724-662-3800 x 2510 or 2509. It is requested that at least 3 weeks' notice be given prior to the visit, to ensure someone is available to tour with the group.
2. An online form to request a tour is required as well. Please fill it out and email back to our Senior Chief Clerk, Roni Shilling @ (rshilling@mercercountypa.gov).
3. A group can be no larger than 20 people in order to keep order with the group and cause as little disturbance as possible within the Courthouse during working hours.
4. If a group is larger than 20 people, the tour will have to be given at two different times unless there are two available Commissioners.
5. If a judge and/or courtroom is available on the day of the tour, the group may be allowed to visit inside a courtroom and even speak to a judge, if his schedule allows. (The court schedules can change at any time so we aren't able to guarantee this segment of the tour.)
6. If you need to cancel or reschedule a tour, we ask that you give as much notice.
7. Pictures for the County's social media accounts as well as local media may be taken during a tour, so please notify the tour guide of any child/participant who does not have permission to be photographed.



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### **STEP 1 – GROUP AND TOUR INFORMATION**

Name of Group: \_\_\_\_\_

Name(s) of Event Organizer: \_\_\_\_\_

Sponsoring Organization (if applicable): \_\_\_\_\_

Tour date requested: \_\_\_\_\_ 2<sup>nd</sup> choice of dates (if needed) \_\_\_\_\_

Tour Start Time: \_\_\_\_\_ Tour End Time: \_\_\_\_\_

Estimated Attendance/Number of Participants: \_\_\_\_\_

### **STEP 2 – READ AND SIGN**

**By Signing and Submitting this Permit Application**, the Applicant and Sponsoring Organization agree to indemnify, defend and hold harmless, Mercer County, its Officers, Agents, and Employees from and against any and all losses, costs (including but not limited to, litigation, settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses occasioned wholly, or in part, by event applicants and/or event sponsors acts, omission, negligence or fault, or the acts, omissions, negligence or fault of event applicant's and/or event sponsor's agents, subcontractors, suppliers, employees or servants in connection with the permit.

\_\_\_\_\_  
**NAME OF APPLICANT/ORGANIZATION (PRINTED)**

\_\_\_\_\_  
**APPLICANT/REPRESENTATIVE SIGNATURE**

\_\_\_\_\_  
**TITLE (if applicable)**

\_\_\_\_\_  
**CHIEF CLERK'S SIGNATURE**

\_\_\_\_\_  
**DATE**