

Board of Commissioners

Ann Coleman – Chair
William Finley Jr., Commissioner
Timothy M. McGonigle, Commissioner
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724-662-3800 x2512



COUNTY OF MERCER- USE OF COURTHOUSE ROTUNDA

USE OF COURTHOUSE ROTUNDA

Use of the County Grounds for public gatherings must comply with the policy as stated below. This Policy has been adopted by the Board of Commissioners and is meant to provide equal access, to protect sensitive areas, and to respect the nature of the Courthouse and its grounds.

POLICY

1. The first floor Rotunda is required to be reserved, through the Commissioners' Office, for any event.
2. All requests for reserving the space will be handled through the Commissioners' Office.
3. **An application with reserving party's info will need to be submitted and approved prior to any event taking place. (APPLICATION IS ON NEXT PAGE)**
4. Verbal approval from the County is required and reserving party will be notified of the final decision.
5. Only one event per day is permitted due to scheduling issues.
6. Events need to take place within the hours of County Courthouse operations (8:30 am – 4:30 pm M-F)- - **UNLESS SPECIAL PERMISSION HAS BEEN GRANTED BY THE COMMISSIONERS.**
7. Participants from the reserving party will be limited to the first floor Rotunda and staircase extending off the Rotunda. Court proceedings must not be interrupted.
8. No Alcohol is permitted at any public function in the Rotunda (unless approved by the Commissioners).
9. All weddings in the Rotunda must be approved prior to the event by calling the Commissioner's office and filling out and submitting the application on next page.
10. Those getting married will need to arrange for their own wedding officiant.
11. Pictures following a wedding service are limited to the Rotunda and the staircase right off the Rotunda area.

GATHERINGS

1. Gathers will be limited to 20 people unless special permission has been granted by the Commissioners.
2. Participants will be respectful of County business taking place within all County offices.



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STEP 1 – EVENT RESERVATION INFORMATION

Name of Event: _____

Name(s) of Event Organizer: _____

Sponsoring Organization (if applicable): _____

Event date: _____ 2nd choice of dates (if needed) _____

Setup Start Time: _____ Event Start Time: _____

Event End Time: _____ Breakdown Time: _____

Estimated Attendance/Number of Participants: _____

Will this event be advertised? _____ Yes _____ No

Are you requesting usage of the Courthouse staircase? _____ Yes _____ No

STEP 2 – READ AND SIGN

- **THE SALE AND CONSUMPTION OF ALCOHOL IS PROHIBITED UNLESS SPECIAL PERMISSION HAS BEEN GRANTED BY THE COMMISSIONERS PRIOR TO ANY EVENT.**
- **CANCELLATION MUST BE MADE IN WRITING AT LEAST 48 HOURS PRIOR TO EVENT DATE.**

A Certificate of General Liability Insurance with a **\$1 Million LIMIT OF LIABILITY** naming Mercer County, (125 S. Diamond Street, Suite 103, Mercer, PA 16137) its Officers, Agents, and Employees as additionally insured, will be required on a case by case basis, for any event taking place on County Property and for any event that requires County Equipment and/or Services.

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, 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