



## Use Of Courthouse Grounds Application Policy

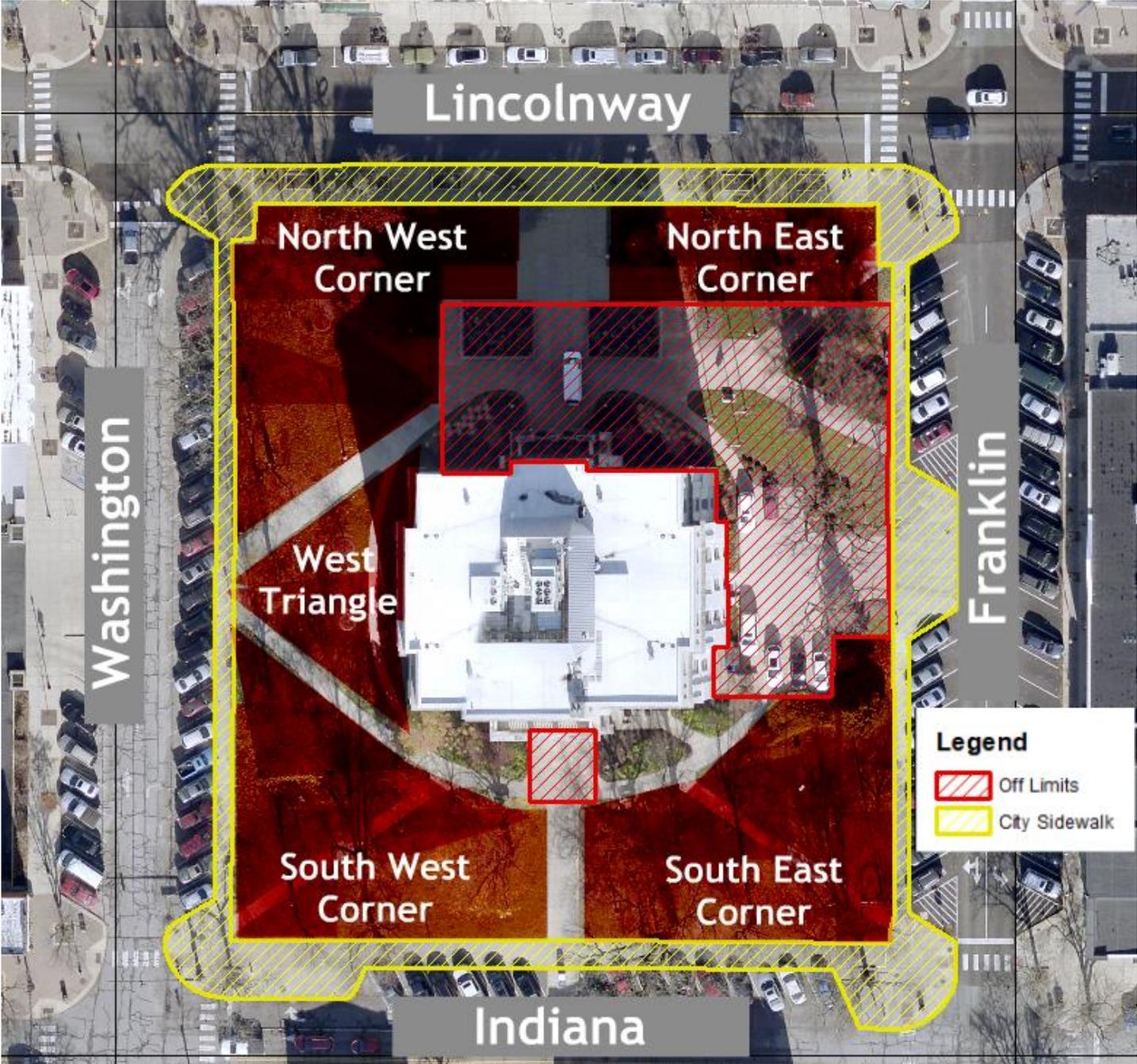
All parties seeking to use the Porter County Courthouse grounds for any purpose must seek approval of the Porter County Board of Commissioners. The Courthouse grounds are defined as the areas inside of the perimeter sidewalk that surrounds the courthouse square, excluding the areas which are off-limits for security reasons as highlighted on the attached map. (If the applicant also seeks to use any part of the sidewalk or streets surrounding the Courthouse square, they must also seek approval from the City of Valparaiso Board of Works.)

All parties seeking approval **MUST** complete and submit an online application and provide any documentation or images requested by the Commissioners. The online application will include:

1. The name, address, contact name, phone number and email address of the organization or group seeking use of the grounds.
2. Detailed explanation of the purpose for the request.
3. Date(s) and time(s) of the activity or event, including any set up or tear down.
4. Description, sizes and photos (if available) of any signs, banners or other display items to be utilized and how they will be displayed.
5. Description and purpose of any audio system to be used for the event.
6. Description and sizes of any tables, tents or booths to be used for the event.
7. Anticipated number of people involved in hosting the activity or event.
8. Anticipated number of visitors expected to attend the activity or event.
9. The desired section of the Courthouse grounds that is requested for use.

All online applications for use of the Courthouse grounds **MUST be submitted** at least 7 days prior to the date of the Commissioners' meeting at which the request is to be considered. Any parties making a request **MUST appear in person** at the Commissioners' meeting at which the request is to be considered. If any party fails to appear at the meeting, the request will be denied and the requestor will have to reapply if they wish to be considered at a future meeting.

**Approved By The Porter County Board of Commissioners**  
December 3, 2019



Lincolnway

North West  
Corner

North East  
Corner

Washington

West  
Triangle

Franklin

South West  
Corner

South East  
Corner

Indiana

**Legend**

-  Off Limits
-  City Sidewalk