



County Office Building
233 West Sixth Street
Marysville, Ohio 43040-1526
www.unioncountyohio.gov

Tel. 937-645-3012
Fax 937-645-3002
commissioners@unioncountyohio.gov

Application to Use Union County Grounds

Instructions:

Become familiar with the Union County Grounds Use Policy. The Policy is available from the Commissioners' Office or on the Union County website: <https://www.unioncountyohio.gov/Facilities>. The Application Form is available as a fillable form or to print and complete.

I. Applicant Information

- A. Name of Individual (s) or Organization: _____
- B. Physical Address: Street _____
2nd Line City/State/ZIP _____
- C. Mailing Address Same Street _____ Same as above ___
2nd Line City/State/ZIP _____
- D. Email Address: _____
- E. Telephone: 1 _____
2 _____

II. Event Information

- A. Date(s) & Time(s) Requested _____
- B. Estimated Number of Participants _____
1. If there will be fewer than 30 participants, and if your answer to C (2) to (6) below is "No," then **No Application Is Required**
- C. Nature of Event
1. General Description _____
(a) Person In Charge on Site: _____
2. Sound Amplification Yes / No
(a) If Yes, Describe, _____
including type and location (County does not provide power.)
3. Structures (Eg., Stage or Tents) Yes / No
(a) If Yes, Describe, _____
Show Location on a Diagram
Note: If you plan to use a stage, tent, or other structure, inspections or permits may be required by other offices, such as Marysville Fire or the Union County Engineer (Building)
4. Equipment (Eg., Tables, Seating) Yes / No
(a) If Yes, Describe, _____
Show Location on a Diagram
5. Vehicles Yes / No
(a) If Yes, Describe, _____
6. Banners or Signs on Grounds Yes / No
(a) If Yes, Describe; _____
Show Location on a Diagram



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III. Area(s) Requested for Use

- A. Court House, 215 W Fifth, Marysville, Ohio
 - 1. South – South Steps, South lawn to sidewalk at East Steps
 - 2. North – North Steps, North lawn to sidewalk at East Steps
 - 3. East – East lawn to sidewalk
- B. Justice Center, 221 W Fifth, Marysville, Ohio
 - 1. Fallen Officer Monument and surround lawn to Courthouse North steps
 - 2. Parking Lot – SW side
- C. County Office Building, 233 W Sixth, Marysville, Ohio
 - 1. Grounds on the
 - (a) North side of building;
 - (b) West side of building, north of the west-side entrance
 - (c) East side of building
 - 2. Parking areas, South Side: Lower Upper
- D. Ag Center grounds, 18000 State Route 4, Marysville, Ohio
 - 1. Between the entrance drives from State Route 4 and from County Home Road
 - 2. West and South of the Ag Center building
 - 3. Parking Area
- E. Union County Service Center, 940 London Avenue,
 - 1. Front Parking Area

NOTICE OF ACTION

Received:
Date: _____
Time: _____
By: _____

Approved / Denied
Date: _____
Signed: _____
Position: _____

If Denied; Reason(s) _____

If **denied**, you may appeal the decision of the County Administrator to the Board of County Commissioners by filing a written request to review or notice of appeal within 30 days after the date of the denial. See Union County Grounds Use Policy, Section 4.7.

If **approved**, this serves as your Permit. The Person-In-Charge should have a copy during the Event.

Event Date _____ Access Begins at _____ and Ends at _____
Access Time includes pre-event set up and post-event clean up.

Service Fees Cleaning/Security/Other:
Not Required ____ Required ____ Amount _____

Security Deposit:
Not Required ____ Required ____ Amount _____

See Attached for Area designation and any conditions for the Event.