

# Pettis County Courthouse

## Buildings & Grounds Reservation Form

<b>Group/Organization Name:</b>
<b>Contact Name:</b>
<b>Address:</b>
<b>Phone Number:</b>
<b>Event Date:</b>

**Schedule of Events:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Agreement:**

1. No vehicles will be allowed to be driven or parked on the lawn.
2. Nothing will be driven into the ground such as tent stakes.
3. The group, organization or person making this request will be responsible for any damages to county property.
4. The group, organization or person making this request will be responsible for all clean-up to the area they have used.
5. If the group or organization's plans have changed, please make every effort to call and cancel with County Commission at 660-826-5000 extension 410.

**Fees:** A fee of \$100.00 will be charged for the first four (4) hours if the courthouse is used outside of normal business hours or on holidays when the courthouse is typically closed or when a county employee is required to open, close, or cleanup. Following the initial four hours, a rate of \$30.00 per hour will be applied, to be determined prior to approval. All reservations are subject to Commission approval and last-minute rescheduling or cancellations with little notice due to official use or inclement weather.

I have read, understand and agree to the conditions listed above.

\_\_\_\_\_

Signature of Renter
Date

\*\*\*\*\*

Office use Only: \_\_\_\_\_ Date approved by Commission

**Cash** \_\_\_\_\_ Presiding Commissioner

**Check** \_\_\_\_\_ Western Commissioner

\_\_\_\_\_ Eastern Commissioner