



Permit Application Public Building Use

INSTRUCTIONS

1. Complete application in its entirety. Please include all applicable attachments. Please type or print.
2. Submit to the County Administrator, 2200 N. Seminary Ave., Room 209, Woodstock, IL 60098.
3. Permit will be issued to the applicant within ten (10) business days of receipt of this application.
4. In submitting a permit application, the applicant acknowledges that he/she understands, and is subject to, the McHenry County Building Use Ordinance.

I. APPLICANT INFORMATION

ORGANIZATION REPRESENTED

(If Applicable)

Full Name: _____

Street Address: _____

City/State/Zip: _____

Telephone Number: _____

II. DESCRIPTION OF PROPOSED USE

Proposed Use: _____

Proposed Date (s): _____

Proposed Hours: _____

(NO MEETING BEYOND 10:00 P.M.)

Proposed Location (s): _____

Estimated Number of Persons Attending: _____

Name of On-Site Attendant (s): _____

Equipment Needs (if any): _____

(Continued on Back)

- III. Applicant assures that applicant organization is tax exempt or has applied to the IRS for a determination of tax-exempt status under 26 U.S.C. 501 (c) (3), (c) (4), or (c) 5, and the IRS has not yet issued a final administrative ruling or determination of this status.
- IV. Applicant assures that individuals engaged in the authorized solicitation of funds shall visibly wear identification at all times while on County controlled property containing the individuals name, address, telephone number, and name of applicant organization.
- V. The ~~organization~~ **applicant** shall indemnify, hold harmless and defend the County of McHenry, its officers and employees against any and all liability, loss, costs, damages, expenses, claim or actions, including attorney's fees which the County of McHenry, its officers or employees may hereafter sustain, incur or be required to pay, resulting from the negligent, willful or wanton acts or omissions of the organization, its employees and agents, without limitation, arising out of or resulting from the use of the County of McHenry's facilities.
- VI. If the applicant (or the applicant organization is insured), a certificate of insurance detailing the type and amount of coverage (per occurrence and in aggregate) shall be submitted to the County Administrator's Office at least ten (10) business days prior to the intended use date. Insurance will not be considered grounds for denial of a permit

Signature of Applicant _____

Print Name of Applicant _____

Date _____

PERMIT NO:

PERMIT FOR PUBLIC BUILDING USE

This permit, as evidenced below by the signature of the County Administrator or designee, is issued in accordance with the McHenry County Building Use Ordinance and is based upon the proper application and assurances of the person named above.

Approved by: _____

Title: _____

Date: _____

cc: Permit File
 Court Security
 Building Operations Manager