

USE POLICY AND AGREEMENT

Insurance/Liability

User must agree to indemnify, defend and hold harmless ACCPT and Allen County and its agents, officers and employees from all claims and suits, including court costs and attorney's fees, and other expenses caused by any act or omission of the user and/or his or her subcontractors, if any.

Notices/Displays

Displays, signs, flags, banners or decorations may not be erected, attached or mounted inside the courthouse. Notices or other written material may not be posted in any of the common areas except on bulletin boards provided for the particular posting. Handbills, literature, promotional material or devices which advertise, promote, or identify a commercial enterprise may not be distributed.

Parking

Parking is available in the Rousseau Parking Garage on Calhoun Street.

Smoking

Smoking is not permitted inside the building.

Deposit

There will be a \$500 deposit required. This money will be applied toward the rental fee. **All fees including rental, cleaning, security and insurance must be paid-in-full prior to the event.**



ALLEN COUNTY
COURTHOUSE PRESERVATION TRUST

(260) 449-4246
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www.allencountycourthouse.org/events.php



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COURTHOUSE PRESERVATION TRUST

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A Historic Landmark

The Allen County Courthouse is one of the most impressive public buildings in the United States. Its status as a National Historic Landmark and its beauty make it a sought-after venue for special events and as a backdrop for commercial photography.

The \$8.6 million restoration has brought the Courthouse back to its original grandeur, and it has made it possible for the building to be used for public functions. Understandably, it must be gently used to avoid wear and tear on the over 100 year old structure.

Availability

The Allen County Courthouse remains a working building, and the Court's business is still conducted five days per week. As a result, the Courthouse is only available for functions to the following groups on weekends.

- Businesses
- Not-for-Profit or Charitable Organizations
- Private Parties
- Public Announcements or News Conferences are limited to City, County, State or Federal Business

The Courthouse is not available for proms and graduation parties.

Reservations

All events, photo shoots and press conferences must be scheduled through the Allen County Courthouse Preservation Trust (ACCPT). Reservations are confirmed only after this Use Agreement is signed by User, ACCPT and the Allen County Board of Commissioners. Events occurring in the weekend hours are subject to a rental fee of \$1700 per night for Friday, Saturday or Sunday use plus a \$200 cleaning fee and security costs. Discounts are provided to non-profit groups and Friends of the Trust—donors who contribute \$1000 or more annually. *Checks should be made payable to the Allen County Courthouse Preservation Trust.*

Weddings: The splendor of the Courthouse makes an ideal setting for a not-to-be-forgotten wedding.

1. Reception or Reception & Ceremony – \$1700 plus \$200 cleaning, \$250 liability insurance and security (\$25/hour/officer.)
2. Ceremony & Cocktail Reception – \$1000 plus \$200 cleaning and \$200 liability insurance, includes security and up to 7 hours of use.
3. Ceremony only – \$700 plus \$100 liability insurance, includes cleaning and security up to 5 hours of use.

ACCPT will give a full refund if the event is cancelled six months or more in advance, a 50% refund if cancelled between three and six months in advance and no refund if cancelled with less than three months notice or if the user is a no-show.

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Clean Up

After an event, User must leave the building and grounds clean, clear of debris and trash, and in good condition. Trash, left over food and beverage are to be bagged and removed from the building and grounds. Clean up and removal of equipment must be completed immediately following the event.

Damages/Insurance

User is liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with User's utilization of the building. Such costs will be assessed and charged to User. Replacement value may be used to determine the damage cost charged. By signing the Use Agreement, User agrees to defend and hold harmless ACCPT and Allen County and its agents, for any act or omission of the user and/or his or her subcontractors, if any. Upon request, User and/or all vendors shall provide ACCPT with a Certificate of Insurance or other acceptable proof of financial responsibility for damages that may arise out of the event. **Application and fee must be completed and paid up front to confirm event.**

Decorations/Set-Up

User must furnish the decorations and may begin decorating and/or setting up upon a schedule as approved by ACCPT. ACCPT may limit or adjust set-up times so as not to interfere with public use. All decorations and set-up plans must have prior approval by ACCPT. Helium balloons are NOT allowed. Flames are NOT allowed. No nails, pins or tape may be used to apply decoration to the building. There should be no confetti, rice or birdseed. Nothing is to be hung on the walls or from the rotunda balustrades. All signs or banners must be displayed on an easel. No fireworks in the Courthouse or on the Courthouse Greene. User is responsible for removing all materials used as decoration. User must work around and not move or displace displays, furniture or courthouse signage. **Set-up may begin at 4:30 p.m. on Fridays and anytime on Saturdays or Sundays.**

Decorum

User agrees that loud, rude or unmanageable noise and/or disorderly conduct will not be tolerated. Climbing or walking upon any statue, fixture, building or any structure not intended for such purpose is also prohibited.

Deliveries

Deliveries of supplies and equipment may be made only at locations designated and agreed upon by the ACCPT prior to event.

Security/Firearms

Security is required at all events and must be reserved through the ACCPT. The cost of security is \$25.00 per hour with a minimum of three hours. *Firearms and other weapons are not permitted in the Allen County Courthouse at any time*

Food and Beverage

Food and beverage service for events shall be provided by a pre-approved licensed caterer. Personal food or beverage may not be brought into the building for an event. Food and drink will be allowed only in areas designated by the Use Agreement. **NO FOOD OR DRINK IS ALLOWED IN THE COURTROOMS.**

The caterer selected must provide a copy of its catering license and its liability insurance to ACCPT. The User is responsible for selecting the caterer and making all catering arrangements. Licensed caterers may use food-warming devices that require open flame, and fire extinguishers must be provided. Caterers must provide rugs or mats in their prep area to prevent damage to the floors. Alcoholic beverages may only be served by a licensed caterer with a retail permit to serve.

Music

Music is permissible during the evening, weekend and noon hours by permission and as agreed upon in the Use Agreement.

TERMS AND CONDITIONS

Restrictions

The use of the Allen County Courthouse is approved subject to the plans-for-use as described within this agreement.

ACCPT reserves the right to refuse use of the courthouse for any event that may compromise the security of the courthouse employees or the integrity of the artwork and architecture.

The building shall not be used for any unlawful purpose.

An event may not interfere with normal court/government operations or with normal public access to the building during business hours (Monday through Friday 8:00 a.m. until 4:30 p.m.). **Events may be scheduled for weekends only and must end by 10:00 p.m.** Entrances and exits must not be blocked.

User must confine the event to the first and second floor common areas. Access to the four Grand Courtrooms is permissible only with a trained docent and security guard. Food and drink are permissible in the common areas but NOT in the Courtrooms. User must:

- Provide for setting up before and cleaning up after the function;
- Require all participants to observe these guidelines and all applicable fire, occupancy and building codes;
- Provide all services and facilities that the event may require and
- Be responsible for any and all damage either caused by participants and/or observers of the event occurring as a direct result of the event.

Additional restrictions may apply during trials or periods of heavy court calendars. Please note: in the event a jury is deliberating into the weekend, guests may be restricted to the first and second floors of the courthouse. Musical entertainment and/or presentations will be restricted to the first floor during jury deliberations and/or court proceedings.

On occasion, civil weddings may be performed in a closed room during your event. Participants of this civil ceremony enter and exit the courthouse through the Clinton Street doors.

Please note: Security Guards, Employees of Allen County and Employees of the Trust may not accept tips or gifts of any kind from the lessee and/or their guests.

Hours

Approved press conferences and county government sponsored activities may be scheduled during business hours Monday through Friday (8:00 a.m. until 4:30 p.m.) in the rotunda area. Weddings taking place during regular business hours are scheduled through Allen Circuit and Superior Courts. These events cannot impede or interfere with the operational use of the building. Public areas are available for use on weekends at the aforementioned rates for private groups.

Services

Should the Trust be expected to provide additional electrical outlets and/or other audiovisual assistance, the renter will be charged a minimum of \$50.00 with a \$25.00 per hour charge for electrician or technician.

Accessibility

The courthouse can only be entered and exited through the Clinton Street doors. Caterers and Supply Rental companies and any other vendor may schedule a time to enter through the Calhoun Street doors for set up and tear down. Security must be present at all times. The Allen County Courthouse is handicap accessible.

Animals

Only service animals aiding those with disabilities and law enforcement animals are permitted in the building.