

USE POLICY AND AGREEMENT



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.

Allen County Courthouse Preservation Trust

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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.

Events must be confined 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 guests and/or participants of the event occurring as a direct result of the event. Guest may be asked to leave if their behavior requires additional staff management or security officer involvement.

Additional restrictions may apply during trials or periods of heavy court calendars. 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.



ALLEN COUNTY

COURTHOUSE PRESERVATION TRUST



TERMS AND CONDITIONS

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 and Not-for-Profit 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.

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

Smoking is not permitted inside the building or within 10 feet of the entrance.

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.

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 \$100.00 with a \$50.00 per hour for electrician or technician. Should excessive cleaning be required a minimum charge of \$200 will be assessed.

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.

Clean Up Building and grounds must be left 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 Renter 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 the utilization of the building. Such costs will be assessed and charged to the renter. Replacement value may be used to determine the damage cost charged.

By signing the Use Agreement, Renter agrees 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.

Renter 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.

Decorations/Set-Up Renter 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. No drones may be used in the courthouse. Renter is responsible for removing all materials used as decoration. Renter 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 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 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 \$32.00 per hour with a minimum of two officers for two hours. Firearms and other weapons are not permitted in the Allen County Courthouse at any time.

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 Renter 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 for up to 4 hours by a licensed caterer with a retail permit to serve.

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