

Cleveland County Court square Use Requirements



A written copy of the "Cleveland County Court square Use Requirements" provided by the Cleveland County Manager's Office shall be in hand at all times during the use of the grounds of the Cleveland County Court square along with the Assembly, Special Event and Demonstration on County Property Policy.

- No vehicles permitted on the Court square grounds.
- Use of Court Square grounds are between the hours of 5am -11pm.
- An amount of \$5.00 is due at time of request for use of Court Square for Assembly of over 15 people for a notification fee, utilities and minor repairs.
- Any vehicles accessing the building will be required to enter on the 8 foot walk that runs from the north east corner at Central United Methodist Church towards the building and exit out to the south east corner at the Arts Council. This concrete is prepared for average vehicles. The sidewalks that surround the Square at the street are not vehicle accessible.
- Any use of motors, gas or electric shall be done on the concrete surface or a designated sidewalk. (Generators, compressors, fans, etc.)
- No stakes shall be driven within 24 inches of any concrete surface. No stakes shall be driven longer than 8 inches anywhere on the grounds unless under direct supervision of the landscape contractor. To coordinate a meeting, please make note in the space provided under number 6 on page 2. The coordination of a meeting shall require a one-week notification.
- Any vending should be done along the walks so that continued standing or walking would be on a hard surface.
- Inflatables are permitted on all concrete surfaces. They will be permitted on grassed areas on a case by case basis depending on the time of year and the length of time erected. To obtain approval, make note in the space provided under number 6 on page 2.
- 10 X 10 pop-up tents are permitted on the Court square grounds.
- A large reception tent is permitted in designated areas only when approved by the County Manager's Office. Reception tents can be located in the space marked on the attached map. To obtain approval make note in the space provided under number 6 on page 2.
- Use of open flames, fires, cookers or cooking devices is prohibited on the court square grounds.
- Use of luminaries requires approval from the City of Shelby. For approval, please contact Shelby Fire Marshall Philip Lane at 704-484-6816.
- Luminaries shall be manned at all times. Disposal of sand and bags shall be done by removing sand and bags from the Court square. Sand cannot be dumped in beds or lawn areas. Luminaries must be removed the night of the event.
- Cleveland County does not allow dumping of any substance in any areas of the Square. (Water, lemonade, grease, cleaning supplies, etc.)
- Attaching or tying any object, nails, signs, banners, rope, cord, cable, etc., to trees, flower beds, stair railing, monuments or permanent seating is prohibited.
- Banners are allowed in areas designated on the attached map. Stakes will be

provided by the County Maintenance Department.

- Pruning, cutting, trimming of any live tree or plant material is prohibited.
- Ground cover areas, flower, shrub, and mulch beds are not intended for use.
- Arrangements for trash and receptacles are the responsibility of the group/person requesting use of the grounds. Do not use trash receptacles and recycling bins located on the Earl Scruggs Center facility. The black permanent cans are intended for day to day use only. Permanent cans in place should be emptied after the scheduled event if used.
- The consumption of alcoholic beverages of all types is prohibited.
- Rest room facilities are not provided by Cleveland County or the Scruggs Center for any functions.
- Ground fault breakers (GFI) are located on each side of the Historic Courthouse. These are available to supply power but are locked on a daily basis. Please make note in the space provided under number 7 if your event will require power so these boxes can be unlocked
- If you need power supply along the side walk, event panels from the City of Shelby are located with red boxes on the attached map. Please contact the City of Shelby Julie McMurry at 704-669-6649 to use the event panels.

The Cleveland County Court square is a public place. County staff is not responsible for keeping visitors off of the property during your event. Thank you for your respect of "Our Cleveland County Court square."

(Please print or type).

1-Applicant: _____ Date: _____
Group/Person requesting use of grounds

2- Authorized representative/title: _____

3- Address: _____ Telephone: _____

4- Date Requested: _____ Beginning and Ending Times: _____

5- Event Name: _____

6- What will be placed on the grounds including tables, tents and/or inflatables. Location of items shall be drawn on map attached:

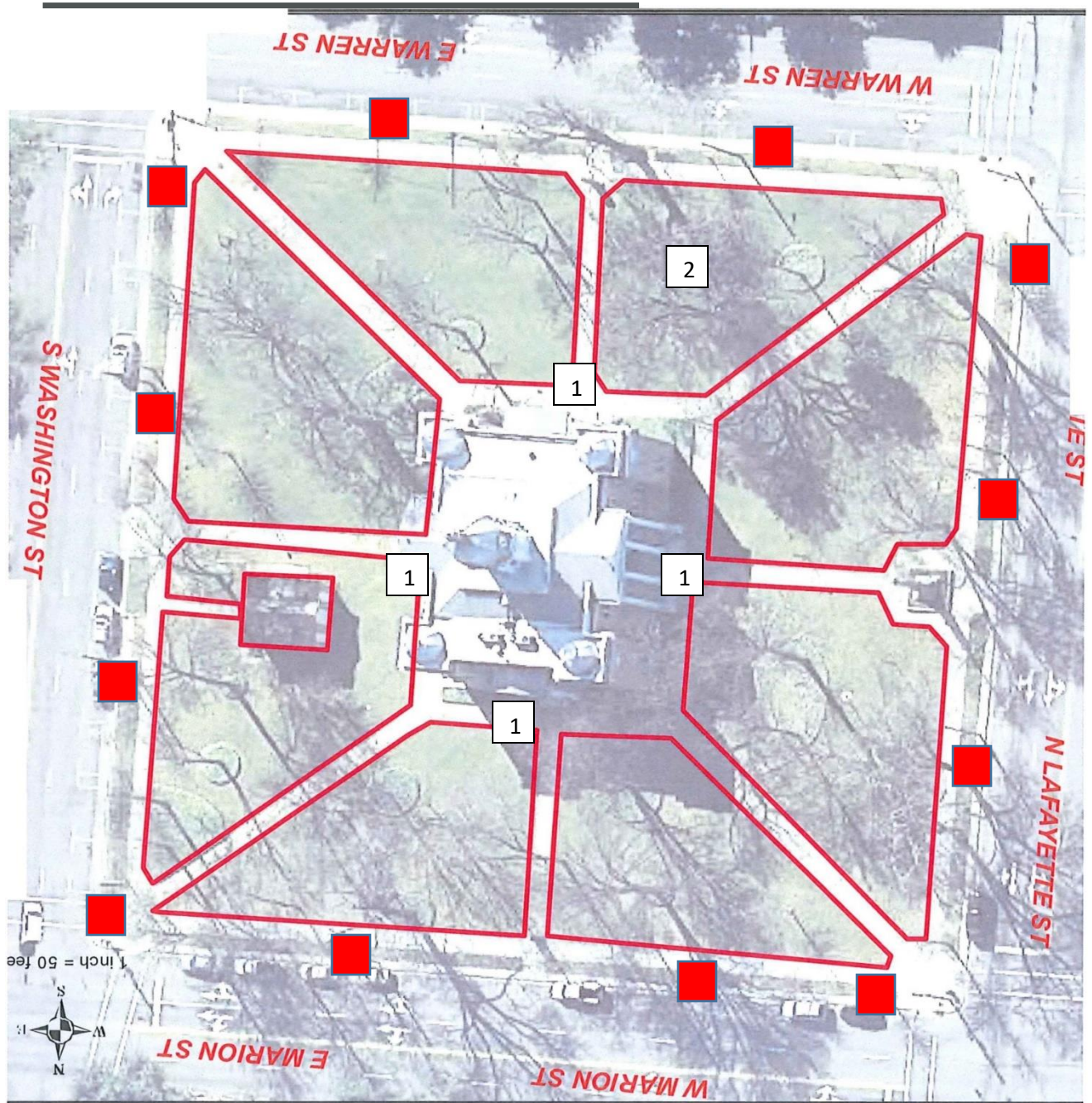
7- Will a sound system be used during the event, do you need power, what location, what outlets if any do you need to be opened:

8- Estimate of anticipated attendance: _____

By fixing my signature hereunder, the organization I represent and its members agree to be responsible for any and all damages to the Cleveland County property set out above, including costs for cleanup. The applicant agrees to protect, defend, indemnify and hold Cleveland County and its officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or respond to, provide defense for and defend any such claims, etc., at his sole expense and agree to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent. The applicant further assumes full liability for all accidents or claims of accidents as a result of activities taking place associated with the use and shall hold Cleveland County harmless. This shall also include the times the area is being readied for the use and for all follow-up activity related to the use. Depending upon the type of event, proof of insurance may be required. Any damage or accident must immediately be reported to the County Manager's office or as soon thereafter that the office is open for business. This use of the property the County does not expressly or implicitly endorse the applicant or the event conducted on said property.

Date: _____ Signature: _____

Received By: _____ Date: _____



- ① electrical outlets
- ② tent stakes
- ③ banner stakes



be noted determined

 EVENT PANELS FROM CITY OF SHELBY