

APPLICATION FOR USE OF LIVINGSTON COUNTY GROUNDS & FACILITIES

Please return completed application to:  
LIVINGSTON COUNTY BUILDING SERVICES DEPARTMENT  
Phone: 517-546-6491

By mail: 420 S. Highlander Way, Howell, MI 48843 -or- By Fax: 517-546-0271

**This form must be accompanied by a cover letter.**

**\*\* The cost to use County grounds is \$25.00 per each event.\*\***

Date(s)of use:

Time of use (start and end times):

Group Requesting Use:

Name of Person Responsible:

Address:

Telephone Number:

Fax Number:

E-mail address:

Name of Event:

Type of Event:

Specific areas of County grounds you request to use:

Is event open to the general public?

Number of participants expected:

What equipment will be used on the grounds - ex: chairs, tables, electrical equipment, restroom facilities?

When will equipment be set up?

If outside, is food to be served for a fee?

If yes, has the appropriate Health Department permit been obtained?

Has this group used County facilities/grounds for other events?

If so, please list functions and dates:

Liability insurance naming "Livingston County" as an "additional insured" is required in the amount of \$1 million at the time of event. Does this group have liability insurance to cover this event?

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I have read the Rules For Use of County Grounds and Facilities and I understand that County grounds and facilities will be left in a clean and neat condition after use and I agree to pay for any damage to the facility/grounds which may incur as a result of this scheduled function.

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Signature of Responsible Person

Date

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