



CUMBERLAND COUNTY

Facilities Management

310 Allen Road, Suite 501, Carlisle PA 17013

(717) 240-5313

facilities@cumberlandcountypa.gov

Application for use of the Cumberland County Land or Buildings

Cumberland County permits limited use of its building and lands when such use is not detrimental to or does not interfere with the work of County government or does not create a condition dangerous to County employees, property or to other users of County facilities.

Persons desiring to utilize County property or facilities for events are required to complete this form and provide it to:

Cumberland County Facilities Management
310 Allen Road, Suite 501
Carlisle Pennsylvania 17013

together with a NON-refundable administration fee of \$10.00 at least 48 hours prior to the planned event. (Please make checks payable to Cumberland County General Fund) In addition to the need to address any security matters through the Sheriff's Office, the applicant/organization may be subject to additional requirements not noted in this Application that may be imposed by the County's Facilities Management Department prior to the event.

EVENT INFORMATION

Name of Organization: _____

Type of organization: ☐ Commercial Group ☐ Non-Profit ☐ Individual

Land/Building being requested: _____

Specific/area/room requested: _____

Event Description: _____

Dates & Start/End Times Requested: _____

Estimated Group Size: _____

Equipment/Items being brought on-site: _____

Electricity Required: ☐ Yes ☐ No

Security Required*: ☐ Yes ☐ No



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APPLICANT INFORMATION

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell: () ____ - _____ Work: () ____ - _____ Home: () ____ - _____

Email: _____

By signing this Application the Applicant specifically agrees to the Terms and Conditions attached to and made part of this Application.

Applicant Signature: _____ Date: _____

Printed Name: _____

***NOTICE:** The Cumberland County Sheriff's Office must be advised of the time, date and duration of all events at least 48 hours in advance of the event. If, in the sole discretion of the Sheriff's Office, additional security is needed for the event, the payment for such security to the Sheriff's Office must be made prior to the event, as a condition of holding the event.

For Official Use ONLY -Cumberland County Facilities Management

\$10.00 NON-refundable administration fee paid: Cash \$ _____ Check # _____ \$ _____

Received by: _____ Date: _____

____ Information Entered into log /Original filed

____ Copy to Facilities Management Director for review / Date: _____

____ Approved/denied / Date: _____

____ Log updated & added to calendar

____ Applicant notified by phone & e-mail / Date: _____

____ Copy e-mailed to Facilities Director/Mgr./Admin & Security Office / Date: _____

____ Sheriff Office contacted if Security requested _____ Date: _____

____ Other notifications as appropriate (please list) _____ Date: _____

____ _____ Date: _____

____ Monies deposited (100-341010-335200)/Date: _____

____ Forms filed



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Terms and Conditions

Event use of Cumberland County Land-Buildings

I and the organization for which the Application has been made, if applicable, understand and agree as follows:

1. I/We understand that Cumberland County will not be responsible for any loss, damage or injury that may arise from any cause whatever prior to, during or after the event. I/We agree to pay in addition to any fee, the cost to repair or replace any and all damage that occurs as a result of or in any way related to the event, whether that damage is caused to any building, personal property or land.
2. I/We agree to indemnify and hold Cumberland County, its elected officials, employees, departments and agents harmless from and against all suits, damages, claims or other liabilities due to personal injury, death, damage or loss of property to Cumberland County or to others, or for any other injury or damage arising out of or resulting from use of County property or buildings for the event.
3. I/We understand that Cumberland County may terminate the event at its discretion, if it determines that:
 - a. The use of the property is improper.
 - b. The event is in any manner injurious or dangerous to property or any person.
 - c. The area requested is needed for any governmental purpose.
 - d. The building or land has been damaged or is in need of repair or a condition exists that result in the building or land not being able to be used for the event.
4. In the event I/we do not vacate the property or building area by the time of the scheduled conclusion of the event, the Count is authorized to remove from the property or area at my/our expense, all items and property of any kind or description and to dispose of same within the County's sole discretion without liability to the owner of the property.
5. I/We shall be responsible for the payment of any license and taxes imposed by any entity that should apply to the use of the building or land and for obtaining any and all permits required by Middlesex Township, Carlisle Borough or the Commonwealth of Pennsylvania.
6. The service or consumption of alcoholic beverages or any sort on County property or in County buildings is prohibited. This prohibition shall not apply to annual events where approval for beer and/or wine tastings had been granted prior to August 1, 2018.
7. The County reserves the right to require the applicant or organization to provide evidence of liability insurance on a certificate of insurance prior to the event in amounts to be determined by the County, which typically are \$1,000,000 per occurrence and \$3,000,000 in aggregate. In addition,



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depending on the nature of the event proposed, the applicant or organization may be required to name the County as an additional insured on the certificate of insurance provided.

8. If any County room or building space is permitted to be used, the applicant and organization is responsible for cleaning and vacuuming the room or space and collecting, removing and properly disposing of all litter, trash, discarded materials and debris that results and/or exists as a result of the use. Such cleaning, vacuuming, collection and disposal must be done immediately at the end of the event and may not be delayed or deferred for any length of time.
9. If the activity proposed results in closure of any street or part of streets or the need to direct traffic or parking, the applicants and organization shall be required to do the following:
 - a. Provide a map of the street closures and if applicable, locations for entry/exit by County staff.
 - b. Provide evidence that street closure has been approved by the appropriate governmental body (e.g., Borough of Carlisle, Middlesex Township or PennDot); and
 - c. Provide evidence that traffic control/parking has been provided for through special fire police, third property vendor or other means acceptable to the County.
10. The proposed use of any electronic or other equipment provided by the applicant or organization shall be subject to prior approval by the County. The County reserves the right to charge for the use of its electricity, the costs for which will be communicated to the applicant or organization and paid to the County prior the event.
11. If an event is held at the Dennis Marion Building where the use of the County's parking area will be needed, the applicant/organization must coordinate times for the access gate opening and closing with the County Sheriff's Department.
12. The use of any sidewalk associated with the use of County land or a County building must be accomplished without obstructing the safe and unimpeded use of the sidewalk by pedestrians. The applicant/organization shall be responsible for keeping the sidewalk free of grease, rust, chemicals, paint, stains or coatings of any type that may be deposited as a result of the event approved by the County.
13. For those requirements contained under these Terms and Conditions for which the applicant's or organization's compliance cannot be determined until after the event has commenced or ended, the applicant and organization agrees to be responsible and pay all costs and expenses incurred by the County to address and remedy those conditions that arose as a result of the event or activity. In the event the applicant and/or organization fails to reimburse the County after the County's request to do so, the applicant/organization agrees that it will be responsible for the County's legal fees and costs in collecting such amounts that are due.
14. These terms and conditions can be changed at any time by Cumberland County.