

**APPLICATION FOR USE OF SEWARD COUNTY COURTHOUSE LIBRARY**

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: \_\_\_\_\_

Is the event open to the general public? \_\_\_\_\_ yes \_\_\_\_\_ no

Were you supplied with a copy of Courthouse library policy \_\_\_\_\_ yes \_\_\_\_\_ no

Number of participants expected: \_\_\_\_\_

What equipment will be used in the library? \_\_\_\_\_

Has this group used Courthouse grounds for other events? \_\_\_\_\_ yes \_\_\_\_\_ no

A liability insurance policy naming the County as an "additional insured" is encouraged in the amount of at least \$1 million at the time of event. Does this group have liability insurance to cover this use? \_\_\_\_\_ yes \_\_\_\_\_ no

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I have read the *Rules For Use of the Courthouse Library* and agree to abide by them. I understand that there is a \$40 fee for each day the courthouse library is used & that payment is due on the date of reservation. Checks should be made out to Seward County. I understand that the Courthouse library will be left clean and in neat condition after use. I am liable for all damages, expenses and loss caused by any person who attends or participates in this scheduled event. By signing this application, I agree to defend and hold harmless the County regarding any damage which may occur as a result of this scheduled function.

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

Please return application to:

Seward County Clerk  
PO Box 190  
Seward, NE 68434

## **RULES FOR USE OF SEWARD COUNTY COURTHOUSE LIBRARY**

1. Use of the courthouse library requires submission of an application and approval of the Board of Commissioners after consideration at a public meeting. The application shall be signed by the responsible party and will include an acknowledgment of responsibility for payment for any damage occurring to the courthouse library during the dates used.
2. The courthouse library shall not be used for any unlawful purpose.
3. Please be aware that the Seward County Courthouse Library is located within a government building. County offices will be open for business and normal county government operations will be conducted during the library's available hours of use. The courthouse and its offices operate Monday through Friday, from 8:00 a.m. until 5:00 p.m., excluding county holidays. The library will not be available for use in the event the courthouse is closed for any reason.
4. Nothing shall be attached or hung with fasteners that could damage the walls or flooring of the courthouse grounds or building.
5. The responsible party is responsible for cleaning the Courthouse Library and returning it to its pre-event condition immediately after the event.
6. Any individual or group using the Courthouse Library is required to provide the county with proof of an insurance liability policy naming Seward County as an additional insured in an amount of at least \$1 million.
7. Any individual or group using the Courthouse Library shall be responsible to reimburse the county for all damages occurring during the event.
8. The Board of Commissioners reserves the right to refuse use of the Courthouse Library for any event that may compromise the security of the courthouse or the safety of courthouse employees or the general public.
9. Only organizations that generally benefit any member of the public without bias will be approved. Any advertising or promoting of the event must clearly state that it has no affiliation with Seward County. The Courthouse Library is not available to political groups or for political events.
10. Any disruptive behavior or other conduct that interferes with county business or the normal functioning of the courthouse will not be tolerated. Such behavior includes, but is not limited to, loud noise, disturbances, or actions that impede the work of courthouse staff or public access to services. If any individual or group engages in disruptive behavior, the responsible party will be contacted by building and grounds personnel and the entire group will be asked to cease use of the library and leave the premises immediately
11. Violation of any of these rules may be cause for Seward County to deny an application for future use of the Courthouse Library by the same group or organization.
12. No firearms, concealed weapons, alcohol, tobacco, vaping, or illegal substances are permitted on or around courthouse grounds.

*Adopted by the Seward County Board of Commissioners the   2   day of   July  , 2024.*