

Policies and Procedures for Occasional Use of Public Areas in Lake County Public Buildings and Grounds

The purpose of this document is to summarize the rules and regulations stated in the ordinance governing Lake County Public Buildings and Grounds and outline the process for applying for a permit.

This applies to all property under the charge and control of Lake County. (See Lake County Code of Ordinances §37.060 – 37.070 entitled [Occasional Use of Public Areas in Public Buildings Ordinance – Lake County Code of Ordinances](#) for more details).

Any permitted occasional use of public areas in public buildings must comply with all applicable ordinances including but not limited to Lake County Code of Ordinances §37.030 – 37.045 entitled Rules and Regulations Governing Buildings and Grounds.

Use of County Facilities

Those interested in using space in Lake County buildings or its grounds shall obtain a permit from Lake County Facilities and Construction Services Department.

Non-County agencies requesting use of common spaces (such as the Court & Administrative Complex lobby, conference and/or assembly rooms) must partner with a County agency to sponsor the use/activity.

Lincoln Plaza is the designated public area among Lake County Public Buildings and Grounds for expressive activities (i.e.: cultural, educational, and civic activities).

Application forms are available at: <http://www.lakecountyl.gov/2864/Use-of-County-Facilities>.

Permit Review/Notification

Requests will be reviewed to ensure consistency with the ordinance and consider flow of traffic, potential disruption of official county business, including noise and other disruptions. The County will promptly notify the applicant of the decision.

Permit Denial

The County will notify the applicant or permittee in writing of the intent to disapprove or cancel and the reasons for this action.

A permit will be denied or canceled if the activity:

- Is a commercial activity as defined in § 37.061 - Activities undertaken for the primary purpose of obtaining a profit for the benefit of an individual or organization organized for profit, as opposed to activities whose purpose is the expression of ideas or advocacy of causes, whether of a religious, artistic, political, charitable, educational, or cultural nature, where the commercial aspects involved are incidental to the purpose of the activity;
- Is not Expressive Activity as defined herein;
- Obstructs the free ingress and egress of the users of the public area
- Damages the public building or any property within the public building;
- Disrupts the official business of the agency or agencies occupying the public buildings;
- Interferes with a tenant's quiet enjoyment of their leasehold;
- Interferes with a previously approved use of the public area by another member, or members, of the public;
- Is obscene within the meaning of obscenity set forth in Illinois State Statutes (720 ILCS 5/11-20);
- Pertains to any judicial proceeding then pending in the public building and this use is intended to influence or impede the judicial proceeding;
- Is being conducted with a permit issued in response to an intentionally false or incomplete application;
- Violates any of the conditions or standards set forth in Lake County Code of Ordinances §37.064 or any permit issued pursuant to the ordinance; or
- A public emergency arises requiring deployment of police services for the activity that would have an immediate and adverse effect upon the welfare and safety of persons and property.

Appeal Process

In accordance with Lake County Code of Ordinances §37.065, within five calendar days of notification of the Buildings Manager's decision to disapprove any application or cancel an issued permit or issue an alternative permit, the applicant or permittee may appeal in writing. [See the Ordinance for more details on the appeals process.](#)