



Permit Application for Activities, Events and Occasional Uses in Buildings and Grounds

Instructions

1. Review Policy and Procedures and Lake County Ordinances governing Lake County Public Buildings and Grounds.
2. Completed application should be submitted in a reasonable period of time in advance of the proposed activity to **Facilities and Construction Services Department**, 18 North County St., Rm. #105 (lower level), Waukegan, IL 60085, via fax at (847) 662-7370, or facilitiesoperations@lakecountyil.gov.
3. Submit requests for **posting/distribution of materials** to the **Communications Division**, 9th floor administrative tower, communications@lakecountyil.gov, or 847-377-2500.
4. The County will respond within 10 business days of receipt of application.

Applicant Information

Full Name: _____ Agency/Group*: _____

**If the applicant is partnering with a County department/agency for the event/activity, please list sponsoring department/agency.*

**Applicants must provide a letter or other documentation showing that the applicant has authority to represent that organization.*

Address: _____

Email: _____ Telephone #: _____

Description of Proposed Event/Activity/Use (Include use of audio/visual or amplification equipment or county services proposed to be utilized):

Plan to clean and clear the sit of debris, signage, etc. _____

Proposed Date(s): _____ Proposed Hour(s): _____

Proposed Location(s): _____

Estimated attendees: _____

Statement of Indemnification

As represented by the Applicant's signature, the Applicant agrees to indemnify, defend and hold harmless the County of Lake, its officers, boards, commissions, agents, elected, elected officials, and employees against and from any and all losses, claims, demands, causes of action, actions, suits, proceedings, damages, costs and/or liabilities of every kind and nature, whatsoever (including, but not limited to expenses for reasonable legal fees, and disbursements and liabilities assumed by the County of Lake in connection therewith), to persons or property, in any way arising out of or through the acts or omissions of the Applicant, its servants, agents or employees, or to which the Applicant's negligence shall in any way contribute.

Signature of Applicant

Date

Submit

DEPARTMENTAL USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Application Received: _____

Event Date(s) Approved: _____

Facilities Approval/Date: _____

Date Applicant Notified: _____