

**EXHIBIT A**

January 2025



**REQUEST FOR USE OF COUNTY PROPERTY APPLICATION**

**Please note that the request does not guarantee the rental until approved in writing**

Application Date: \_\_\_\_\_ Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Individual or Organization and Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Specific County property requested: \_\_\_\_\_

Description of Intended use: \_\_\_\_\_

Date(s) needed: \_\_\_\_\_ Time (include set up and clean up): from \_\_\_\_\_ to \_\_\_\_\_

Number of participants: \_\_\_\_\_ If greater than 250, a Monroe County Public Assembly Permit is required.

Previous history of holding similar event? Yes  No

**Please check all that apply to your event:**

- |  |  |
|--|--|
| <input type="checkbox"/> Monroe County Schools Sponsored                     | <input type="checkbox"/> Event will have tents (tent stakes not permitted)               |
| <input type="checkbox"/> Non-profit sports league                            | <input type="checkbox"/> Event will have music   |
| <input type="checkbox"/> Alcohol consumption/sales                           | <input type="checkbox"/> Event will have live animals                                    |
| <input type="checkbox"/> Coordination with Planning Dept.                    | <input type="checkbox"/> Event will have food sales                                      |
| <input type="checkbox"/> Coordination with Sheriff's Office.                 | <input type="checkbox"/> Event will require athletic field(s) painted & prepared         |
| <input type="checkbox"/> Coordination with Fire Dept.                        | <input type="checkbox"/> Improvement of community (planting trees, beach cleaning, etc)  |
| <input type="checkbox"/> Fee Waiver Request (requires separate form)         | <input type="checkbox"/> Event will have Bounce House/Inflatables                        |
| <input type="checkbox"/> Admission or other charge for participants \$ _____ | <input type="checkbox"/> Site Plan attached (special room configuration, events & races) |

**COMPLETE FOR MEETING ROOMS AND COMMUNITY CENTERS ONLY:**

Special Audio/Visual Equipment needed: Yes  Describe: \_\_\_\_\_

Public Address System or DJ: Yes  Room Arrangement: \_\_\_\_\_

***Fees are listed in the Policy for External Use of Monroe County Property. Major Credit Cards are accepted, and Checks or Money Orders shall be made payable to Monroe County Board of County Commissioners. All fees are NON-REFUNDABLE.***

By signing you agree to Monroe County's rules and regulations. Signature: \_\_\_\_\_

**COUNTY USE ONLY**

Fees Due: \_\_\_\_\_ Fees Paid: \_\_\_\_\_ Date Fees Paid: \_\_\_\_\_

Approved by Department Director (required for non-County events): \_\_\_\_\_

Fee Waiver requested: Yes  No

Signature: \_\_\_\_\_

Eligible for Fee Waiver Yes  No

Approved by Monroe County Risk Manager or Designee: \_\_\_\_\_

Category of Fee Waiver: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved by Monroe County Administrator (required for alcohol use): \_\_\_\_\_

Signature: \_\_\_\_\_

MONROE COUNTY ATTORNEY'S OFFICE  
 APPROVED AS TO FORM  
  
 PATRICIA EABLES  
 ASSISTANT COUNTY ATTORNEY  
 DATE: 1/10/2025

***MONROE COUNTY RESERVES THE RIGHT TO REJECT, CANCEL, DISAPPROVE, OR RESCHEDULE ANY USE FOR ANY REASON.***