



June 3, 2011

**Request for Permit
Activities, Events and Occasional Uses in Buildings and Grounds**

Instructions

1. Review policies and procedures regarding acknowledged users, uses, and criteria for approval of permit.
2. Submit completed request form (**for use of space**) 5- 10 business days prior to proposed event to **Facilities Department**, 18 North County St., Rm. #105 (lower level), Waukegan, IL 60085, or 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 designated department/division will respond to the applicant within 5 business days of receipt of application.

Applicant Information

Full Name: _____

Address: _____

City/State/Zip: _____

Email: _____ Telephone #: () _____

Description of Proposed Event/Activity/Use (Include use of audio/visual or amplification equipment):

Proposed Date(s): _____

Proposed Hour(s): _____

Proposed Location(s): _____

Number of Persons to be Present: _____

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

DEPARTMENTAL USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Application Received: _____

Event Date(s) Approved: _____

Facilities Approval/Date: _____

Date Applicant Notified: _____