



ADMINISTRATIVE PROCEDURE

SECTION: 700—Facilities and Property Management	PROCEDURE #: 702-C
TITLE: Facility Use - Grounds Use	IMPLEMENTS POLICY #: 702
SPONSORING DEPARTMENT/DIV: Support Services/Facilities and Parks Services	
EFFECTIVE DATE: 10/27/2021	REVIEWED:

OBJECTIVE:

Permit of Grounds Use – A permit of Grounds Use is required to host events or gathering on Washington County property except Westside Commons and several Washington County Parks, which are governed by their own use policies, procedures, and use agreements.

PROCEDURE:

1. Applicant completes, signs and submits the [Washington County Grounds Use Permit form](#).
2. Applicant completes, signs and submits the rules and regulations form.
3. Applicant attaches proof of liability insurance as outlined in the permit form
4. The Grounds Use Permit request will be reviewed by Facilities and Parks Services, Risk Management and County Counsel.
5. If approved, the Grounds Use Permit will be sent to the Facilities and Parks Services Division Manager for signature.
6. The Facilities and Parks Services Grounds Supervisor will email the requestor a denial or approval notice within 10 business days of receipt of form, and a copy of the permit if approved.