



## YELLOWSTONE COUNTY

### APPLICATION FOR THE USE OF THE COURTHOUSE PARK

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

PURPOSE OF EVENT \_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_

TIME OF EVENT(include setup and tear down time)\_\_\_\_\_am/pm to \_\_\_\_\_am/pm

APPROXIMATE NUMBER OF PEOPLE EXPECTED TO ATTEND \_\_\_\_\_

DO YOU NEED ELECTRICITY? \_\_\_\_\_

DESCRIPTION OF ANY EQUIPMENT THAT MAY BE PLACED ON LAWN OR  
SIDEWALKS (TABLES, TENTS, TRAILERS, PODIUM, ANIMALS, ETC.).

\_\_\_\_\_  
\_\_\_\_\_

IF YOU HAVE ANY EXAMPLES OF FLIERS OR INFORMATIONAL PACKETS YOU  
WILL BE HANDING OUT, PLEASE INCLUDE WITH THIS APPLICATION.

**PLEASE SUBMIT THIS APPLICATION TO:**

**YELLOWSTONE COUNTY FACILITIES  
217 NORTH 27<sup>TH</sup> STREET  
PO BOX 35005  
BILLINGS, MT 59107  
PHONE: 406-256-2716  
[myatch@yellowstonecountymt.gov](mailto:myatch@yellowstonecountymt.gov)**

## RULES FOR THE USE OF THE COURTHOUSE PARK

The Courthouse Park is a public park to be enjoyed by all citizens and visitors of Yellowstone County. To keep the park in the best possible condition, the following rules have been adopted by Yellowstone County.

1. All equipment and supplies needed for the event shall be provided by the applicant. Refuse shall be disposed of in the appropriate containers and/or removed from the park.
2. Any heavy objects such as trailers, equipment, animals, cooking equipment, garbage containers, ice chests, coolers, tents, etc., are not to be placed on the grass. Such items may be placed on the cemented areas only. The County reserves the right to review placement of all items on the Courthouse lawn and sidewalks to insure the adequate safety of the users and the public and to insure the best protection of the lawn, shrubs, trees, sidewalks, etc.
3. No vehicles of any kind shall be allowed in the park area.
4. Any damage to flowers, shrubs, sidewalks, trees, or any other County property in the Courthouse lawn area shall be itemized by the Facilities office and charged to the user within one week of the event.
5. No alcoholic beverages are allowed unless a permit is received from the Billings Police Department and provided to the County.
6. The Facilities Office (phone-256-2715) shall coordinate power usage, equipment placement, etc. All power cords, lights, and accessories shall be provided by the user.

I, \_\_\_\_\_  
(Print Name)

FROM \_\_\_\_\_  
(Organization)

hereby agree to the above rules for use of the Courthouse lawn on the date(s) of the event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date/Time

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Approved by Yellowstone County on \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature