

County of Monroe
Rules and Regulations
Regarding Use of County Property

PROCEDURES FOR REQUEST OF USE OF COUNTY PROPERTY:

1. Initiate application to the Chief Clerk, Monroe County Commissioners' Office.
2. Submit application with copy of Certificate of Insurance.
3. Chief Clerk will seek approval from the Board of Commissioners and notify applicant of approval/disapproval.

RULES AND REGULATIONS FOR USE OF COUNTY PROPERTY

1. The requestor agrees to provide a certificate of insurance evidencing General Liability coverage with limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate which lists the County of Monroe as an Additional Insured. Such coverage must endure throughout the entirety of the event, as well as any periods of time required for preparation and clean-up and/or restoration of the property to the satisfaction of the county after the event's conclusion. Should the approved event span multiple days or otherwise include periods of dormancy, insurance coverage must endure for such periods of dormancy, as well. Failure to provide proof of coverage with the application will disqualify the event with approval.
2. The requestor agrees to indemnify, defend and hold harmless the County, including any employee or agent thereof from any cause of action, whether threatened or otherwise, that may arise from or occur in connection with the use of county property.
3. Alcoholic beverages, fireworks, bird seed, confetti, and rice are prohibited. The county reserves the right to prohibit other substances or materials as it deems necessary and prudent.
4. The County of Monroe shall not be obligated to permit the use of any county-owned equipment.
5. Any cords or cables for the event must be secured in a manner to prevent trip hazards.
6. The county, on the advice of the Sheriff's office, other law enforcement agencies or the President Judge shall have the exclusive right to cancel, curtail or otherwise regulate approved events in the interest of public safety and/or the efficient operations of the county and/or courts.
7. Organizers/requestors granted approval for the use of county property shall be fully responsible for the conduct of participants and spectators in attendance and must make adequate provisions to handle anticipated crowds. Requestors are required to provide the best estimate of the number of anticipated attendees on the application form.
8. Permission for use, when granted, will be strictly confined to those areas approved by the county. There will be no admittance inside of county-owned or county-leased

buildings when such facilities are normally closed to the public. No portion of an approved event will occur inside of such facilities at any time without the express consent of the county. Should the event require closure of any street, requester must obtain approval from the Borough of Stroudsburg.

9. If an approved event is to occur at the county courthouse during regular operating hours, particularly while any court proceeding is in session, the President Judge shall have the right to deny or amend approval of the request as needed to prevent interference with operations of the courts.
10. The type and number of county personnel required to facilitate an approved event will be at the sole discretion of the county.
11. Signs, banners, pennants, etc. are not permitted to be affixed to any property of the county. This includes, but is not limited to, county buildings, flag poles, light fixtures, fences, railings, steps and the Veterans Memorial Site at Courthouse Square. The Veterans Memorial Site is to be treated as a solemn memorial site. Access to the grassy area of Courthouse Square should be limited for any event other than a veteran's service event. Such restriction shall also apply to parks and other properties of the county.
12. The county reserves the right to prohibit or cancel any event when the area requested is dependent upon use by the county.
13. This policy applies to all property owned by the County.
14. Sign Attachment A, Hold Harmless Agreement for Building and Grounds Use.

ADOPTED THIS 15th DAY OF October, 2025 BY THE MONROE COUNTY BOARD OF COMMISSIONERS


John D. Christy, Chairman


David C. Parker, Vice Chairman


Sharon S. Laverdure, Commissioner

ATTEST: 

Attachment A

HOLD HARMLESS AGREEMENT FOR BUILDING AND GROUNDS USE

We, the undersigned, hereby request permission from the Monroe
County Commissioners to use
_____ on
_____ between the _____ hours of
_____ AM/PM for the following purpose of
_____.

We agree to leave the areas in the same condition, clean and orderly, and in the manner, they were found, and to Hold Harmless and the County of Monroe from any damages, loss, claim, suit, or action resulting from the entity's, their attendees or any third parties use of the area for the purpose outlined in this agreement. No open fires are permitted, including any incendiary devices, including, but not limited to, fireworks.

It is understood that the Commissioners' approval is contingent upon receipt of the fully executed agreement and a certificate of insurance naming Monroe County as Additional Insured, by one week prior to the event.

Event Contact Person: _____
Printed Name Phone Number

Signed,

Signature Printed Name

Address Entity / Organization

Email Address