



Form 1.4 - Historic Courthouse Use Application

Applicants are expected to have read the County Policy 1.4 - Historic Courthouse Use. Applications should be submitted to the County Administration Office for review. Ph: (434) 591-1910; Address: County of Fluvanna, PO Box 540, Palmyra, VA 22963

Section A – APPLICANT INFORMATION			
Applicant/Group Name		Date of Request	
Contact Name		Email	
Mailing Address		City	State Zip Code
Home Phone	Cell Phone	Work Phone	
Section B – EVENT INFORMATION			
Type of Meeting / Event		No. of Participants	
Date(s) Requested		Time(s) Requested	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you plan to move any existing furnishings for your function?		
If yes, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you bringing any furniture, equipment, or decorations for the interior / exterior of the facility?		
If yes, please explain:			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you requesting any County furniture, equipment, or materials support not already in the facility?		
If yes, please explain:			
Describe your plans for trash disposal and janitorial services, security, parking and traffic control, and other similar items.			
Additional Information			
Section C – COUNTY REVIEW			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature	Notes/Conditions of Use	

** County staff will notify you of approval / denial within 3 working days of application receipt. **