

**Warren County Courthouse
Regulation & Use Agreement**

Name of Group _____

I, as a representative of the above named group, hereby reserve facilities indicated on the Application & Regulation Use Agreement. As a representative of this group, I understand it is my duty to see that all Warren County Courthouse rules are obeyed by the group while using the facilities. The following rules and regulations are especially applicable to the use of the facilities of the Warren County Courthouse.

1. The court schedule as adopted by the Administrative Office of the Courts and designated the Superior Court Master Calendar and the court schedule adopted by the Chief District Court Judge of the Ninth Judicial District for District Court will have first priority in use of the courtrooms.
2. County Government entities will have use of the courtrooms and meeting rooms within the courthouse Monday thru Friday from 8:30 a.m. to 5:00 p.m. when the courts and meeting rooms are not in use. Reservations for the use of the facilities will be with the office of the Clerk of Superior Court.
3. Courtrooms and meeting rooms used outside the Tuesday thru Friday 8:30 a.m. to 5:00 p.m. operating hours of the courthouse will schedule the use of the facilities with the office of the County Manager who will inform the Office of the Clerk of Superior Court of the reservation. (There is no housekeeping staff to lock the courthouse after meetings on Mondays, therefore, no meetings should be scheduled after hours on Mondays).
4. The courtrooms and meeting rooms will be used for organized meetings only. There will be no parties, receptions, or other social functions scheduled in these areas of the courthouse due to the sacred and formal nature of the facility and concerns for security of Judges and other court officials.
5. All use of the Courthouse grounds shall be with the permission of the Office of the County Manager.
6. There will be no open flame cooking on the Courthouse grounds.
7. Food will only be served in the rotunda areas of the Courthouse. There should be no food in the courtrooms or meeting rooms.
8. There will be no smoking in the Courthouse and no alcohol brought into or consumed in the Courthouse or on the Courthouse grounds.
9. **The official representative is held responsible for the proper use of Warren County Courthouse and Courthouse grounds.** Failure to comply with the rules and regulations governing the use of this facility may result in not being allowed to use the facility in the future.

I clearly understand the above and will be responsible for my group's complying with all regulations.

Signature of Group Representative

Signature of Warren County Representative

Date _____

Warren County Courthouse

Application & Regulation Use Agreement

1. Name of Group _____
Person in Charge (attending with group) _____
Address _____ Phone (_____) _____
City _____ State _____ Zip _____
2. Purpose of Event _____
3. Date(s) Requested _____
4. Time Arriving _____ Departing _____
5. Expected Attendance: _____
6. Use Preference: (Please check below to indicate your use preference)
_____ Courthouse Square
_____ Courtroom 201
_____ Courtroom 202
_____ Rotunda (1st floor entry)
_____ Law Library

NOTE: FOOD ALLOWED IN ROTUNDA ONLY

Facility Information:

**Warren County Courthouse
109 S Main St
Warrenton, NC 27589**

**Capacity: Large room – 250
Small room – 160
Rotunda -50**