

# LOUDOUN COUNTY COURTS GROUNDS AND FACILITIES APPLICATION FOR USE

This is the application for using or holding an event on the grounds of the Loudoun County Courthouse in Leesburg, VA. This application is reviewed by the Office of the County Administrator and will be reviewed to determine that it complies with the General Rules of Use of Courthouse Grounds. Applicants will receive a letter or e-mail notifying them of the decision. Note: No use will be approved that may disrupt business of the courts. Please also note that no unattended displays are allowed on the courthouse grounds, with the exception of a government-sponsored seasonal display.

Please note that this application only covers requests for the grounds surrounding the courthouse. For use of the steps or exterior of the buildings (such as the colonnade) for both the historic and main courthouse, please obtain permission from the Circuit Court Judges by contacting 703-771-5770.

Send completed forms at least 30 days in advance of an event date by email to [publicaffairs@loudoun.gov](mailto:publicaffairs@loudoun.gov) or by mail to:

*Office of the County Administrator  
1 Harrison Street, S.E.  
P.O. Box 7000  
Leesburg, VA 20177-7000*

<b>Today's Date</b>	
<b>Date(s) of Event</b>	
<b>Time(s) of Event</b>	
<b>Name of Event</b>	
<b>Name of Sponsor</b>	
<b>Name of Contact</b>	
<b>Address</b>	
<b>City, State Zip</b>	
<b>Phone Number</b>	
<b>Email</b>	

**Please describe the event proposed to be held on the courthouse grounds. Include information on the nature of the event, any displays or equipment to be used, necessary set-up time, expected activities, and expected number of people to attend. Please also note any special requests in this space. Please be as specific as possible. Feel free to include sample material, photography, etc.**

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<b>Will your event require the use of power?</b>	<b>Yes</b>	<b>No</b>
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<b>Please indicate here if you are planning to publicize this event, and if so, please elaborate.</b>	<b>Yes</b>	<b>No</b>
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<b>Are you also submitting a request to the Circuit Court Judges regarding use of the steps and/or exterior of the historic Courthouse?</b>	<b>Yes</b>	<b>No</b>
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**I, the undersigned, have read the Use of Courthouse Grounds General Rules and confirm that this application complies with the rules to the best of my knowledge.**

<b>Signature:</b>	
<b>Title:</b>	
<b>Date:</b>	