

Courthouse Square Rules

To insure that you know what you need to make your event a successful one, please observe the following rules for use of the square:

1. Designate one person to act as a liaison between your organization and Joe Kurtz (contact information below), to coordinate your event and keep the rest of your organization informed and up to date.
2. Arrangements must be made for electricity usage if the event will take place outside of regular courthouse hours which are Monday- Friday, 8:30 am to 4:30 pm.
3. All concession, food and refreshment stands should be placed as close to the edges of the sidewalk or pavement as possible.
4. Alcohol beverages can, with written authorization, be made available for consumption on Potter County lands, if and only if, the organization requesting for such authorization provides specific details that will be in place to properly control such activities. The Potter County Commissioners shall have discretion to approve, modify or deny such request and its decision shall be final.
5. No vehicles are to be parked on the lawn. Permission by the Board of Commissioners will need to be granted for the use of the Courthouse parking lot prior to the event. Please specify if the parking lot is needed.
6. Absolutely no large holes are to be made in the lawn.
7. Absolutely no stake or similar devices are to be used to puncture any paved areas.
- 8. Clean-up must be performed by the organization within 24 hours of use.**

*Please note that use of the Gazebo must be coordinated separately through the New Century Club by contacting Ilene Altenhein at 814-274-9798.

*Please contact Potter County Buildings and Grounds Supervisor, Joe Kurtz regarding the use of the courthouse electricity and the availability of a phone line. He can be reached at 814-203-3645 or jkurtz@pottercountypa.net

*For arrangements and availability, please contact Executive Administrative Assistant Paige Barroqueiro, 814-274-8290 x214 or pbarroqueiro@pottercountypa.net