KANKAKEE COUNTY COURTHOUSE
REQUEST FOR PERMIT TO USE THE COURTHOUSE AND/OR ITS' ENVIRONS

Maintaining the security of the Kankakee County Courthouse and the square block where the courthouse is located is the responsibility of the Kankakee County Sheriff. Person(s) utilizing the courthouse and/or its environs are subject to measures designed to insure the protection of the courthouse and those who utilize it.

Consistent with this responsibility the Sheriff requires that all persons intending to utilize any portion of the courthouse or courthouse land for any demonstration, public gathering or other special event complete this "REQUEST FOR PERMIT TO USE THE COURTHOUSE AND/OR ITS' ENVIRONS" form. This form must be completed in its entirety and returned to the sheriff's office located at 3000 S. Justice Way, Kankakee, IL at least **ten calendar days prior to the intended event date.** Applications will be reviewed and approval/denial will typically be determined within three working days. The applicant will be notified at least five days before the requested date(s).

INSTRUCTIONS: Please read the entire "request" form and complete each section. A daytime telephone number **must be provided** by the applicant to insure that a representative of the sheriff's office can contact the applicant. If you have any questions concerning this form please contact the Sheriff's Community Services Office at (815) 802-7144.

DATE(S) REQUESTED: ____/____/____ to ____/____/____
HOUR(S) REQUESTED: _____ to _____

NAME: _____
(Name of the requesting group or individual.)

NAME OF CONTACT PERSON: _____
Last First Middle

ADDRESS OF CONTACT PERSON: _____
Street Address

_____
City/Village State Zip Code

TELEPHONE NUMBER OF CONTACT PERSON: (____)_____ _____
Area Code Telephone Number Extension

MOBILE PHONE NUMBER IF AVAILABLE: (____)_____ _____

WHAT IS THE NATURE OF YOUR GROUP OR ORGANIZATION? (Check all that apply)

☐ Fraternal ☐ Religious ☐ Political ☐ Other_____
☐ Private citizen ☐ Civic ☐ Not-for-profit _____

WHAT IS THE PURPOSE OF YOUR EVENT? (Check all that apply)

☐ Ceremony
☐ Memorial
☐ Informational
☐ Protest
☐ Booth/Fair
☐ Other

Describe: _____
_____
_____
_____
_____

WILL YOUR EVENT REQUIRE ANY OF THE FOLLOWING? (Check all that apply)

☐ Speakers Platform or Podium ☐ Booths or Exhibits ☐ Police Protection
☐ Public Address System ☐ Benches or Special Seating ☐ Restroom Facilities
☐ Tables or Chairs ☐ Crowd Control/Security ☐ Special Parking
☐ Lighting or Electrical Outlets ☐ Press Area ☐ Delivery of Materials

Other _____

ASSOCIATED FEES:

- Law Enforcement @ $50.00 / hour per officer required. Requirements to be determined by Sheriff.

- Maintenance personnel @ $35.00 / hour per personnel required. To be determined by Maintenance Director. (Set up of tables / chairs, connection to electrical system, etc.)

When fees are required, make checks payable to: **KANKAKEE COUNTY SHERIFF'S POLICE** prior to the event.

WILL YOUR EVENT: (Check all that apply)

☐ Distribute printed information?	☐ Have a keynote speaker?	☐ Require access to the courthouse
☐ Support/oppose a cause?	☐ Transport non-county residents?	☐ Operate during the time the courthouse is open
☐ Charge a fee?	☐ Advertise the Event	

GENERAL QUESTIONARE: (Answer each question)

YES / NO 1) Has your group (or you) conducted events at the Kankakee County Courthouse in the past?
If YES – please provide the date of the last event_____

YES / NO 2) Has your group (or you) ever been denied a permit at the Kankakee County Courthouse?
If YES – please provide the date and reason for denial _____

YES / NO 3) Has your group (or you) ever been denied a permit to demonstrate/exhibit/picket/rally or provide information in the past (at another location)?
If YES – please describe the location, approximate date and reason for such denial below.
Attach a separate piece of paper if necessary.

_____ In the space at the left estimate the number of persons anticipated to attend your event.

The primary function of the Kankakee Court House is to provide a safe and secure environment for the delivery of civil and criminal cases. The sheriff must insure that other activities do not interfere with the primary operational needs of the courts. All requests to utilize the courthouse or its environs will be reviewed and approval/denial based upon the operational needs of the courts and the need to maintain the integrity of a "protected" building and its environs.

Your signature below attests that the information provided in this request by you is accurate and complete. Any misrepresentation will result in the immediate denial of your request for a permit or invalidate any permit approval based on misrepresented information. The sheriff additionally maintains the absolute right to cancel any permit in the event that exigent circumstances so dictate.

My signature below attests to the fact that the information provided in this request is accurate and complete.

_____ _____
APPLICANT SIGNATURE PRINTED NAME OF APPLICANT

_____ _____ _____
DATE SUBMITTED WITNESS PRINTED NAME OF WITNESS

FOR SHERIFF'S USE ONLY

☐ Date Availability	☐ Restrooms
☐ Court in Session	☐ PA/Electrical
☐ Major Trials	☐ Seating
☐ Security Advisory Level	☐ Parking Impact
☐ Confrontation Threat	☐ Media
☐ Estimated Attendees	☐ Weather
☐ Concealment threat	☐ History
☐ Security/Police Needs	☐ Staff Deployment

APPROVAL/DISAPPROVAL RECOMMENDATION

Y / N CHIEF JUDGE
Y / N STATE'S ATTORNEY
Y / N INVESTIGATION
Y / N CORRECTIONS
Y / N CITY POLICE
Y / N SHERIFF

____/____/____
DECISION DATE

_____
SIGNATURE OF SHERIFF

APPROVED / DISAPPROVED
STATUS OF REQUEST