



# OGLE COUNTY SHERIFF'S OFFICE

Administration Phone:(815)732-6666

Administration Fax:(815)732-7185

Corrections Phone:(815)732-2135

Corrections Fax:(815)732-7112

Communications Phone:(815)732-2136

Communications Fax:(815)732-7115

Brian E. VanVickle, Sheriff  
Danielle S. Hardesty, Chief Deputy

## Application for Use of Ogle County Facilities

Name of Organization: \_\_\_\_\_

Requested Use: \_\_\_\_\_ Banner Placement \_\_\_\_\_ Use of Grounds \_\_\_\_\_ Use of Facility

Requested Location: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Organization Point of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### REQUIRED CERTIFICATE OF INSURANCE (COI) INFORMATION

#### Agent Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Name of the Insured: \_\_\_\_\_

Description of Policy Coverage (limits): \_\_\_\_\_

\_\_\_\_\_  
Signature of the Insurers Agent/Representative

\_\_\_\_\_  
Date

Insurance shall be on an occurrence basis providing single limit coverage in an amount of not less than \$1,000,000 per occurrence and shall include coverage for, but not limited to premises/operations and products/completed operations.

- The policy must cover the dates in which the facility is used.
- The organization must agree to maintain the banner or sign.
- A picture of the sign must be submitted prior to approval.
- The organization must agree to repair any damage incurred through the use of the Ogle County owned property or facilities.
- The organization must agree to return the property or facilities to the preoccupied condition.
- The insurance company providing protection must be rated at least "A" in A.M. Best's Key rating Guide.

Certificates to be placed on file with the Clerk of Ogle County.

501-C3 nonprofit organizations or other governmental entities who complete the required, may be approved by the Sheriff or at his discretion request approval from the Facilities Committee at the normally scheduled monthly meeting (second Tuesday). All requests must be submitted before the first Wednesday to ensure consideration during the current month.