



Lackawanna County Courthouse Square is available for public use and we will be happy to review your request. Please fill out this form at least two weeks in advance of your event and return to:

**Traci K. Harte
Lackawanna County Administration Building
200 Adams Avenue
6th Floor
Scranton, PA 18503
570-963-6800 ext. 1814
570-963-6812-Fax
hartet@lackawannacounty.org**

You will receive a confirmation by e-mail.

Name/Type Event:

Name of Organization: (if applicable)

Contact Person:

Address:

E-mail:

Phone:

Date (s) of event:

Start Time (Including Set-Up):

End Time (Including Tear-Down):

Purpose of Event:

Area of Courthouse Requested:

Please describe set-up: (i.e. tables, chairs, sound equipment, etc.)

Number of people expected?

Do you need power?

If yes, please explain:

Will you be selling anything?

If yes, have you secured a license from the City of Scranton Office of permits and licenses?

In addition to this form, please provide a Certificate of Liability of Insurance with the County of Lackawanna listed as additionally insured.

** Lackawanna county recognizes the rights of all citizens to peacefully and lawfully speak, assemble and protest. In the exercise of such rights on county property, consideration must be given to the health, safety and security to all persons and property affected. Accordingly, the exercise of such rights is subject to the directives and conditions issues and imposed by responsible law enforcement authorities.

The use of Lackawanna County Courthouse Square for any lawful purpose is subject to the above considerations and the discretion of County officials. Such right of usage of county property shall remain open to amendment, limitation and revocation as circumstances warrant, including but not limited to the judgment of law enforcement. **