

**A. WESTMORELAND COUNTY COURTHOUSE COMPLEX  
FACILITY USE INSTRUCTIONS**

1. Inquiries regarding reservation in the Commissioners Public Meeting Rooms/Courtyard should be directed to:

Katie Vincent, Office Manager/Coordinator  
Westmoreland County Park Police Department  
TEL: (724) 830-3588 / (724) 830-3567

2. Return completed applications by way of one of the following:

- a. E-MAIL: [kvincent@co.westmoreland.pa.us](mailto:kvincent@co.westmoreland.pa.us)

- b. FAX: (724) 830-3909

- c. MAIL: Westmoreland County Park Police, 2 N. Main St. Greensburg, PA. 15601

**B. WESTMORELAND COUNTY COURTHOUSE COMPLEX  
FACILITY USE RULES/REGULATIONS**

1. All requests must be filed on the provided application and must be signed by the applicant. Unsigned applications will be returned unprocessed. Applicants must be at least eighteen (18) years of age.
2. Applications must be submitted and received at least two (2) weeks prior to the requested use date and will be processed on a first-come, first-serve basis. All applications are subject to review and approval for a permissible use.
3. Westmoreland County Rules, Regulations and Policies
  - [Westmoreland County Courthouse, Security Rules and Regulations, plus Amendment](#)
  - [The Rules and Regulations of Westmoreland County, pertaining to County Parks, buildings, and other County owned properties.](#) (ORD #4-1995)
  - [Restricting Placement of Unattended Temporary Displays in the Park and Plaza area of Courthouse Square.](#) (Resolution #4-1997)
  - [Policy of Displaying Materials in County Office Space.](#)
4. It is understood and agreed for an approved use, the applicant shall be required to provide a certificate of liability insurance.
5. **ANY VIOLATION(S) WILL RESULT IN REVOCATION OF USE AUTHORIZATION.**