

Policy for the use of Rains County Courthouse Grounds & Site

Rains County Commissioners Court

The Honorable Linda Wallace, County Judge
The Honorable Jeremy Cook, Commissioner Pct. 1
The Honorable Mike Willis, Commissioner Pct. 2
The Honorable Korey Young, Commissioner Pct. 3
The Honorable Lori Northcutt, Commissioner Pct. 4

- A. **DEFINITIONS:** The following words and terms, when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.
1. **Policy Purpose:** The Texas Legislature incorporated Chapter 442 Section 008 into the Texas Government Code providing protection for Historic Courthouses, their surrounding Site and Grounds.
 2. **Event:** Any performance, ceremony, presentation, gathering, activity held on the Grounds/ Courthouse/ Property Site.
 3. **Public Purpose:** The promotion of the public health, education, safety, morals, general welfare security, and prosperity of all of the inhabitants or residents within the County, the sovereign powers of which are exercised to promote such public purpose or public business. The chief test of what constitutes a public purpose is the public generally must have a direct interest in the purpose and the community at large is to be benefited. This does not include activities which promote a specific viewpoint or issue and could be considered lobbying. Political rallies, receptions, and campaign activities are prohibited on the Grounds and Site.
 4. **Rains County Courthouse Grounds and Site:** As defined by the Rains County Commissioners Court, the Rains County Courthouse Grounds and Site include the areas of; the lower floor of the Rains County Courthouse, the parking lot around the Rains County Courthouse and the grass area directly around the Rains County Courthouse.
 5. **County Official Sponsor:** A member of the Rains County Commissioners Court.
- B. **DEPOSIT FOR USE OF RAINS COUNTY COURTHOUSE GROUNDS AND SITE:**
1. A deposit of **\$1,000.00 (ONE THOUSAND DOLLARS)** per day of event is required from persons or entities that use the Rains County Courthouse Grounds and Site for an event or other scheduled activity. The deposit is in the amount set by the Rains County Commissioners Court designed to recover the estimated direct cost to the County of the event or activity. The deposit is required in the office of the Rains County Clerk no later than 48 business hours prior to the event. The office of the Rains County Clerk, by direction of the Rains County Commissioners Court, may deduct from the deposit:
 - a. The cost of damage to the Grounds and Site of the Rains County Courthouse that directly results from the event or activity:
 - a. The amount of the repair shall be deducted from the deposit.
 - b. The cost of extra labor, materials, utilities directly attributable to the event or other activity: and
 - a. The amount deducted from deposit, if additional cost of utilities or cleaning is required, may be up the amount of **\$250** per day of event.

- c. The cost of extra security required by the county due to failure to be provided by the event host.
 - a. The amount deducted from deposit shall be in the amount of **\$500** per day of event.

- 2. Deposit to be returned to the organizing party within **three (3)** business days following inspection of the area used, except for in the case of necessary repairs. If the areas used require repairs, the amount required for repairs will be removed from the deposit at the direction of the Rains County Commissioners Court, and the remainder of the deposit will be returned within **three (3)** business days following the court meeting.

C. CRITERIA FOR APPROVAL OF GROUNDS, SITE EVENTS AND ACTIVITIES:

- 1. All courthouse Grounds and Site events will be approved and scheduled by the office of the County Judge upon recommendation of the Rains County Official Sponsor as described in the Subsection (A)(5) of this section.
- 2. All events must have clear public purpose as described in subsection (A)(3) of this section.
- 3. An event on the Grounds / Site of the County should not exceed over a 12 hour period per day.
- 4. Events will not be approved if they:
 - a. Promote a commercial enterprise;
 - b. Obstruct the view of or access to firefighting equipment, fire alarm pull stations, fire hydrants or ADA accessibility to the grounds site or Courthouse entries;
 - c. Involve the use of flammable, hazardous or odorous chemicals or materials;
 - d. Involve use of signs placards, banners attached to objects that might cause harm or damage to the site, lighting, benches, building or its contents.
- 5. Intended use may not interfere with any Rains County Courthouse General Operations or regular use of the Rains County Courthouse Grounds or Site of transaction of County business.
- 6. Sound equipment, chairs, podiums, tents, stages or other equipment required for ceremonies, presentations or performances must be approved by the office of the Maintenance Department, but finished and installed by the requesting party. Installation approval is subject to inspection and possible requirement of removal from property grounds and site and non-usage.
- 7. No requesting party is allowed the usage of any hoofed animal on the grass area around the Rains County Courthouse.
- 8. No requesting party is allowed at any time food preparation on any area of the grass sod, planting beds, concrete sidewalks or driveways, pavers or stone walkways. All food preparation is required to be performed off site and delivered or performed on street side of curbs.
- 9. All requesting parties are required to have all electrical requirements and equipment usage preapproved by the Rains County Maintenance Department.
- 10. It is the responsibility of all requesting parties to block off all street side parking areas for their staging areas or to reserve parking spaces for their grounds and site usage.
- 11. The usage of portable restrooms is the sole responsibility of requesting parties. Staging for these portable restrooms will only be allowed street side of curb. It is the responsibility of the requesting parties to ensure that all portable restrooms are kept clean and sanitized.
- 12. Due to the Historic Significance of the Rains County Courthouse Grounds and Site the excavation or usage of metal detectors, probing or excavation on the grounds and site are prohibited at all times.
- 13. The County of Rains or any employee of Rains County is not liable for any injury which may occur to any person during any event on the Courthouse Grounds or Site.
- 14. Security requirements are the responsibility of the event organizers and are required to use law enforcement that are employed by an agency within Rains County, if possible; however, the Rains County Sheriff Department must approve any additional security arrangements.

D. SCHEDULING OF EVENTS:

- 1. No more than one event will be scheduled on the Courthouse Grounds and site in one working day.

2. A written request to schedule an event on the Courthouse Grounds / Site must be received by the office of the Rains County Judge no later than one week before the 2nd or 4th Thursday of the month for approval.
3. Requests must be accompanied by the Rains County Commissioners court event agreement form and be accompanied by:
 - a. A detailed description of the event, including equipment and props to be used, and anticipated length and scope;
 - b. A brief statement of the purpose of the event;
 - c. The areas of the Courthouse Grounds / Site being requested for the event;
 - d. A list of all electrical equipment and power requirements for each piece of equipment;
 - e. A recommendation from the Rains County Commissioners Court sponsor as described in subsection (A)(5) of this section;
 - f. Information about on-site security credentialing.
4. Incomplete requests will not be considered.
5. No signs, placards or banners displayed or available for display during the event may be carried in the Rains County Courthouse. No signs, placards or banner may be attached to any part of the Rains County Courthouse, including the mechanical building, railings, lamp posts, benches, trees, etc. except as preapproved by the Rains County Commissioners Court or the Maintenance Department.
6. A properly approved and signed request to use the Grounds / Site for a lawful public purpose shall constitute acceptance by the organizer of all legal and financial liability for any damage to the County property.
7. Approval shall not be granted when it is determined from the request that the physical damage to the county property (including by not limited to the Rains County Courthouse exterior walls, other structures, doors, windows or lighting, monuments, railings, lamp posts, walkways, driveways, curbs, signage, irrigation system, trees, grass / sod, plants, or planting beds) may result from the described activity. No torches, candles, or other open-flame illumination devices or fires are allowed for use on the grounds / site.
8. Upon completion of the event, organizers will be held responsible for the clean-up of the entire Grounds / Site. Any deposit will be refunded following inspection of the area to determine that the area has been adequately cleaned. The organizer(s) may be present at this inspection by contacting the office of the Rains County Maintenance Department.

REQUEST FOR EVENTS
ON THE RAINS COUNTY COURTHOUSE GROUNDS/SITE

CONTACT: County Judges office

Instructions: Please complete the entire application. Incomplete applications will not be considered. If you have any questions, Please contact the County Judge's Office at (903) 473-5000 ext. 120

1. Event Name: Veterans Day Parade
2. Rains County Grounds/Site requested (circle one) Grounds Parking area Entire Grounds
Courthouse
3. Date and Time requested: Nov. 6, 2016 (Set-up) Nov. 27, 2016 Parade
4. Sponsoring Organization American Legion & Auxiliary
5. Rains County Official Sponsor Mr. Will
(Required for approval of all events at the Rains County Courthouse Grounds/ Site. Must be a Rains County Commissioners Court Elected Official. **Applications are considered incomplete without a letter of sponsorship from the Commissioners Court Official Sponsor**).
6. Contact Name: Print Lana Carlisle
7. Address P.O. Box 55 Emory Texas
8. Phone Number 214-264-9149
9. Purpose of event. Attach additional page if necessary.
Veterans Day Parade
10. Description of event. Attach additional page if necessary. A diagram showing requested area with details of the event, including props, is also required for approval.
11. Description of any large banner signs, etc. (Nothing may be attached to any structure on the grounds, site, the railings or adjacent buildings.) Are handouts included? (circle one) YES NO
Large Inflatable Balloon on Courthouse Lawn
5 x 8 Banners

12. Time schedule for the program. Please be specific and provide copy or draft of program.

Nov. 6th
Set up Time: 5:00 PM Start time: 10:00 AM End Time: 2:00 PM
Program: Veterans Day Parade

13. Please list all additional equipment, including electrical power requirements, provided by the holder to be used during the event. The Rains County Maintenance Department will inspect all power equipment, extension cords, etc. for usage. Note: Rains County has the right to refuse or not allow any unsafe operations of equipment, power cords, etc. at any time.

Power for Sound System (Kmo Radio)

14. Number of persons expected to attend 100-200 participants _____
other _____.

15. Is the event requested for more than one business day and if so, please provide the following information
a. List of each event, start and end time, calendar day of event:

Saturday: Parade
Sunday: Friday Set-up 5:00 PM

NOTE: If the requesting organizer is requesting multiple days for the event please provide additional information and attach to this form.

16. Is the sponsoring organization tax exempt: (Circle One) YES NO

Fed ID# 81-0601123 (if exempt, you must include proof of tax exemption status in order to get a refund)

I have read the Rains County Commissioners Court Policy for Use of the Courthouse Historic Grounds and Site and agree to comply with this policy. I understand that all events are subject to cancellation. I also understand that, in the event of rain or inclement weather, the Rains County Commissioners Court may prohibit a tent(s) from being placed on the grounds. In addition, I understand that I am responsible for any damages to the Courthouse, adjacent structures, furnishing, lighting, grounds and site as a result of my event. By signing this waiver below, I also acknowledge that Rains County or any employee of Rains County is not liable for any injury which may occur to any person during any event on the Courthouse Grounds or Site.

Lance Carlisle
Authorized signature of representative for event

4/4/20
Date

\$ WAIVED

required for refund.

Deposit

Note: Federal ID#, Tax#, or SS# with a personal check

Deposit Received By:

Check # WAIVED

Printed Name

LANA CARLIS

Signature

LANA CARLIS

Date

4/4/24