



## **Schleicher County COURTHOUSE GROUNDS USE POLICY**

*The primary use of Schleicher County Courthouse is to conduct county government business. However, the Schleicher County Courthouse grounds are maintained by taxpayer dollars and certain events are open for use by the public under certain circumstances. To effectively manage the use of the courthouse grounds, Schleicher County adopted the following definitions, guidelines and rules:*

### **Definitions:**

1. Event: an event is generally a planned activity with a specific purpose, often including a larger crowd and more elaborate set-up process
2. Fundraising: is a non-profit raising money for medical, sports or group/individual needing support from our community. Location is under the Pecan Tree facing 277.

### **Guidelines:**

1. Notification to the County Judge's Office and reservations are required to reserve a space on the Schleicher County Courthouse grounds for an event.
2. Reservations for the Schleicher County Courthouse grounds are available on a first-come, first-served basis.
3. Schleicher County possesses compelling interests in maintaining public property in a clean and usable condition, ensuring that sidewalks and public property remain safe and accessible, and the orderly administration of County business.
4. There will be no "for profit" activities and/or commercial activities without the prior approval by the Schleicher County Commissioners Court.
5. All fundraising activities must reserve the spot under the pecan tree prior to date of event. All fundraising done under pecan tree do not pay deposit.

### **Rules:**

1. The Applicant and/or Sponsor shall submit an application and indemnity agreement to the County Judge's office. Completed applications will be processed in the order received.
2. The Applicant and/or Sponsor shall not impede ingress or egress to the Schleicher County Courthouse.
3. The Applicant and/or Sponsor shall be present during the event and will be fully responsible for any damage to Schleicher County property and for any personal injury caused by or occurring in the proximity as a result of the described activity.
4. The County Judge may specify the exact location on the Schleicher County Courthouse Grounds where the event may occur.

5. Restrooms will not be available in the Schleicher County Courthouse. It is the sole responsibility of the Event Coordinator/Sponsor to provide portable toilets for guest.
6. Items that could leave a residue or stain on Schleicher County property or lawns, cannot be used, sold, or given away during the event (i.e. confetti, pop rock candy, silly string, paintball guns, etc.). **NO PAINT OF ANY KIND** is to be used on Schleicher County Courthouse grounds.
7. Tarps or any other covers are **NOT** to be placed directly on the Schleicher County Courthouse grounds. Canopies cannot be staked directly into the Schleicher County Courthouse grounds or trees; they can be weighed down **ONLY**. All tarps, canopies, weights, tape, string, rope, etc. must be removed at the end of the event.
8. Sound equipment, chairs, podiums, tents, or other equipment required for an event must be approved by the office of the County Judge but furnished and installed by the requesting party. Any extension cords, wires, ropes, etc. that run across public walking and/or driving areas must be secured to avoid safety hazards. Noise levels will be subject to local rules and city ordinances (the Applicant and/or Sponsor is encouraged to review these requirements).
9. No signs or placards available for display during the event may be carried into the Schleicher County Courthouse. No signs or placards may be attached to any part of the Schleicher County Courthouse or any trees, lampposts, fences, handrails, benches, etc. on the Schleicher County Courthouse grounds. No signs or placards may be stuck into the Schleicher County Courthouse grounds.
10. Treasure-hunting (i.e., metal detectors) or any type of excavation or penetration of the Schleicher County Courthouse grounds is not permitted.
11. Bounce houses are permitted in certain areas designated by the Schleicher County Commissioners Court. **No staking is allowed.** All bounce houses will need to be weighed down.
12. No alcoholic beverages may be consumed, served, or sold without prior approval by the Schleicher County Commissioners Court. Upon receipt of said approval, all guests must comply with applicable liquor laws and obtain any necessary liquor permits as required by the state. It is the sole responsibility of the guest to verify compliance with Texas Alcoholic Beverage Commission rules and regulations. The Schleicher County Commissioners Court may specify additional restrictions applicable to the serving and consuming of alcoholic beverages.
13. Events in which alcohol will be present and certain other types of events require security. Guests must arrange for outside security and provide proof of the same.
14. No vehicular traffic, including automobiles, trailers, motorcycles, four-wheelers, etc., is allowed on the Schleicher County Courthouse lawn, only parking lot. Motorized chairs must stay on sidewalks.
15. The County Judge may cancel events on the Schleicher County Courthouse grounds on short notice due to inclement weather, other natural disasters or for the safety and welfare of the County residents.
16. Organized gatherings may require notice to other agencies, such as the City of Eldorado or the Texas Department of Transportation. These agencies may have their own rules regarding organized gatherings. It is the responsibility of the applicant to research this information and to obtain any additional approval from any other agency.

17. Submission of an applicant is NOT approval to hold the planned event. If a reservation is denied, specific reasons for the amendment or denial will be provided.
18. Schleicher County maintains the right to deny an application for reservation on any of the following grounds:
  - a. The application (including any required attachments and submissions) is not fully completed or executed;
  - b. The application contains a falsehood or misrepresentation;
  - c. The Applicant and/or Sponsor has on prior occasions damaged Schleicher County property and has not paid in full for such damage;
  - d. The event would conflict with previously planned programs organized or conducted by Schleicher County or any agency or department thereof and previously scheduled at the same time;
  - e. The use or activity intended for the event would present an unreasonable danger to health or safety of the event attendees, of the users of the Schleicher County Courthouse and/or grounds, of law enforcement, of County employees or of the public;
  - f. The use or activity intended for the event involves the use of flammable, hazardous or odorous chemicals or materials, and/or fireworks;
  - g. The use or activity intended for the event would obstruct sidewalks, roadways or the entrances to the Schleicher County Courthouse; or
  - h. The use or activity intended could cause potential harm to the Schleicher County Courthouse and/or grounds.

Use of the Schleicher County Courthouse grounds may be denied or terminated for violation of the rules set forth in this policy. Permission to use the Schleicher County Courthouse and/or grounds shall not in any way constitute endorsement of any Applicant, Sponsor, user group entity or individual or their policies and activities.

**Deposit:**

1. A deposit of \$300 is required with each event application.
2. Applicant and/or Sponsor will be held responsible for clean-up of the area. The deposit will be refunded following an inspection of the area to determine that the area has been adequately cleaned.

**Liability:**

The use of the Schleicher County Courthouse grounds does not obligate Schleicher County to furnish any services or provide any support regarding personnel, fixtures, equipment or supplies. Schleicher County does not warrant that the Schleicher County Courthouse Grounds are fit for any purpose. **SCHLEICHER COUNTY SHALL NOT BE RESPONSIBLE FOR ANY DAMAGES, LOSS OR INJURY TO PERSON OR PROPERTY WHICH MAY ARISE OUT OF, RESULT FROM, OR BE IN ANY MANNER CONNECTED WITH THE USE OF THE SCHLEICHER COUNTY COURTHOUSE, THE SCHLEICHER COUNTY COURTHOUSE GROUNDS OR ANY ADJACENT AREAS AND STRUCTURES.**



## APPLICATION FOR USE OF SCHLEICHER COUNTY COURTHOUSE GROUNDS

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Request for event on the  
Schleicher County Courthouse Grounds

**Contact:** Stacey Ellingwood with County Judge's Office  
**Email:** [cjassistant@co.Schleicher.tx.us](mailto:cjassistant@co.Schleicher.tx.us)  
**Phone:** 325-853-2593 or 325-226-9237

**Instructions:** Please complete the entire application. Incomplete applications will not be considered. If you have any questions, please contact the Schleicher County Judge's office at the number above.

1. Event Name: \_\_\_\_\_
2. Date and time requested: \_\_\_\_\_
3. Sponsoring Organization: \_\_\_\_\_
4. Applicant: \_\_\_\_\_
5. Address of Applicant: \_\_\_\_\_
6. Phone number: \_\_\_\_\_ Cell No: \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Purpose of Event (attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_
9. Description of any banners, signs, etc. (**Nothing may be attached to any structure, trees, lampposts, fences, handrails, benches, etc. on the Schleicher County Courthouse Grounds.**) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Time schedule for event. Please be specific and provide copies of the draft program.  
Set Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

11. Please provide a list of all equipment, including electrical power requirements, provided by event holder to be used during the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Number of persons expected to attend: \_\_\_\_\_

13. Have all the required permits been obtained from the City of Schleicher, the Sheriff's Department, TXDoT, TABC or any other regulating entity and a copy of each is attached to this application? (circle one) Yes / No  
If yes, please describe types: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Are you requesting permission to serve or allow the consumption of alcoholic beverages? (check one) Yes \_\_\_\_\_ No \_\_\_\_\_ *\*Note: Alcohol usage must be approved by the Commissioners Court\**  
If yes, please describe types and anticipated amounts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Will there be "for profit"/sales activities?  
(check one) Yes \_\_\_\_\_ No \_\_\_\_\_  
*\*Note: "For profit"/sales activities must be approved by the Commissioners Court\**  
If so, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***I, the undersigned Applicant, hereby affirm that I am the person who is responsible for the above event. I understand that any false or misleading statement in this application is grounds for denial of permission for such event or if permission has already been granted, grounds for its revocation. I also understand that I am responsible for compliance with all applicable laws and any other requirements set forth herein.***

Applicant/Sponsor Signature \_\_\_\_\_

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

## HOLD HARMLESS/INDEMNITY AGREEMENT

THE UNDERSIGNED, \_\_\_\_\_, AGREES TO HOLD HARMLESS AND INDEMNIFY SCHLEICHER COUNTY, ITS COMMISSIONERS COURT, ELECTED OFFICIALS, EMPLOYEES AND VOLUNTEERS WHO ARE ACTING IN THEIR OFFICIAL CAPACITY, FROM ANY AND ALL CLAIMS MADE BY THEM OR ON THEIR BEHALF FOR ANY LOSSES, INJURIES OR DAMAGES REPORTED ON THE SCHLEICHER COUNTY COURTHOUSE GROUNDS OR ANY AREAS ADJACENT THERETO, WHICH MAY BE MADE BY REASON OF THE USE BY THE UNDERSIGNED OF THE SCHLEICHER COUNTY COURTHOUSE GROUNDS.

THE UNDERSIGNED, \_\_\_\_\_, HEREBY RELEASES AND FOREVER DISCHARGES SCHLEICHER COUNTY, ITS COMMISSIONERS COURT, ELECTED OFFICIALS, EMPLOYEES AND VOLUNTEERS WHO MIGHT BE CLAIMED TO BE LIABLE FOR ANY AND ALL CLAIMS, DEMANDS, DAMAGES, ACTIONS, CAUSES OF ACTION, SUITS, JUDGMENTS OR EXECUTIONS BY REASON OF ANY LOSS INCURRED ON THE SCHLEICHER COUNTY COURTHOUSE GROUNDS OR ANY AREAS ADJACENT THERETO, WHICH MAY BE MADE BY REASON OF THE UNDERSIGNED'S USE OF THE SCHLEICHER COUNTY COURTHOUSE GROUNDS.

It is further agreed that the laws of the State of Texas shall control in the construction of this instrument.

In witness whereof we have hereunto set our hand hereto this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Print name of individual or organization)

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

**TO BE COMPLETED BY OFFICE OF THE COUNTY JUDGE**

Requires Commissioners Court Approval: Yes \_\_\_\_ No \_\_\_\_

Application:    Approved: \_\_\_\_ Date: \_\_\_\_\_                      Denied: \_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Schleicher County Judge

## Request for Refund

Name of person/company/sponsor refund needs to be made out to:

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Mailing Address for check to be sent:

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Signature:

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\*In accordance to the Local Government Code 154.025, when a debt owed to the County is reported, all future payments owed to the person from Schleicher County must be withheld and applied to the debt owed until paid in full.