



COLORADO COUNTY HISTORICAL COURTHOUSE

The Honorable Ty Prause, County Judge
The Honorable Shannon Owers, Commissioner PCT 1
The Honorable Ryan Brandt, Commissioner PCT 2
The Honorable Keith Neuendorff, Commissioner PCT 3
The Honorable Darrell Gertson, Commissioner PCT 4

POLICY FOR USE OF THE COLORADO COUNTY COURTHOUSE GROUNDS

(a) **DEFINITIONS.** The following words and terms, when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.

- (1) **Event** - any performance, ceremony, presentation, or activity held on the grounds.
- (2) **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 state, 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 that 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.
- (3) **Courthouse Grounds** - As defined by the Colorado County Commissioners Court, the Courthouse grounds include all areas within the city streets that is owned by the City of Columbus. The grounds between Milam Street, Walnut Street, Spring Street and Travis Street.
- (4) **Colorado County Courthouse Official Sponsor** - The County Judge, Precinct 1, Precinct 2, Precinct 3 and Precinct 4 Commissioners of Colorado County.

(b) DEPOSIT FOR USE OF COURTHOUSE GROUNDS

- (I) A deposit is required from persons or entities that use the grounds of the Courthouse for an event or other scheduled activity. The deposit is in an amount set by the office of the County Judge designed to recover the estimated direct costs to the county for the event or activity. The deposit is required in the office of the County Judge no later than 24 hours prior to

the event. The office of the County Judge may deduct from the deposit:

- (A) The cost of the damage to the grounds of the Courthouse that directly results from the event or other activity.
- (B) The cost of extra labor, materials, and utilities directly attributable to the event or other activity; and
- (C) The cost of extra security requested by the person or entity for the event or other activity.

(c)

CRITERIA FOR APPROVAL OF GROUND EVENTS

- (1) All Courthouse grounds events will be approved and scheduled by the office of the County Judge upon recommendation of a county official sponsor as described in subsection (a)(4) of this section.
- (2) All events must have a clear public purpose as described in subsection (a)(2) of this section.
- (3) An event on the grounds of the Courthouse should not exceed two days (48 hours), including any setup or cleanup time.
- (4) Events will not be approved if they:
 - (A) promote a commercial enterprise; vendor sales that satisfy all other requirements are permitted.
 - (B) obstruct entrances or interrupt traffic flow through the building;
 - (C) obstruct the view of or access to fire fighting equipment, fire alarm pull stations, or fire hydrants;
 - (D) involve the use of flammable, hazardous or odorous chemicals or materials;
 - (E) involve use of signs or placards attached to objects that might cause damage to the building or its contents.
- (5) Sound equipment, chairs, podiums, tents, or other equipment required for events must be approved by the office of the County Judge, but furnished and installed by the requesting party.
- (6) The County of Colorado, County Judge, County Commissioners, or any employees of Colorado County are not liable for any injury which may occur to any person during any event on the Courthouse grounds.
- (7) Security requirements other than that routinely provided by the Colorado County Sheriff Department are the responsibility of the organizers; however, the office of the County Judge must approve any additional security arrangements.
- (8) Fund-raising on the premises is not allowed unless the fund-raising directly benefits the citizens of Colorado County.
- (9) With the exception of businesses authorized by the County Judge to operate on Courthouse grounds, vendors are prohibited on the Courthouse grounds and are only allowed on sidewalks of the Courthouse grounds.
- (10) The County will not provide restroom facilities.

(d)

SCHEDULING EVENTS

- (1) No more than one event will be scheduled for the Colorado County Courthouse grounds in one working day.
- (2) A written request to schedule an event on the Courthouse grounds must be received by the office of the County Judge no later than one week before the date requested.
- (3) Requests must be accompanied by the County 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 on the Courthouse grounds 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 county official sponsor as described in subsection (a)(4) of this section; and
 - (F) event holder's Rules, Guidelines, Criteria and Vendor Application for participation in the event. (if applicable).
- (4) Incomplete requests will not be considered.
- (5) No signs or placards displayed or available for display during the event may be carried into the Courthouse building. No signs or placards may be attached to any part of the Courthouse including, but not limited to fences, lampposts, trees, etc. except as approved by the Commissioners Court.
- (6) A properly approved and signed request to use the grounds for a lawful public purpose shall constitute tacit acceptance by the organizer of all legal and financial liability for any damage to county property, or for any personal injury; caused by the described activity or occurring as the approximate result of the activity.
- (7) Approval shall not be granted when it is determined from the request that physical damage to county property (including but not limited to the Courthouse exterior walls, doors, windows or lighting, monuments, lampposts, walkways, driveways, curbs, signage, irrigation system, trees, grass, plants, or flower beds) may result from the described activity. No torches, candles, or other open-flame illuminating devices or fires are allowed for use on the grounds.
- (8) Upon completion of the event, organizers will be held responsible for clean-up of the area. Any deposit will be refunded following an 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 County Facilities Manager.

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- (e) Treasure-hunting (i.e. metal detectors) or any excavation without the County's consent is expressly prohibited. The Courthouse Square has been designated as a State Archaeological Landmark.

No vehicular traffic is allowed on the lawn without approval. This includes not only automobiles, but trailers, four-wheelers, etc. This is for protection of the concrete sidewalks as well as the lawn.

The County may cancel events on the lawn on short notice, particularly after a heavy rainfall. Any traffic while the ground is saturated will cause damage to the landscape.

COLORADO COUNTY COURTHOUSE GROUNDS

Request for events on the
Colorado County Courthouse Grounds

Contact: Ty Prause, County Judge
979/732-2604 - 979/732-9389 (Fax)

Instructions: Please complete the entire application. Incomplete applications will not be considered. If you have any questions, please contact Judge Ty Prause at 979/732-2604.

1. Event Name: _____
2. Courthouse area requested (circle one) Sidewalks/Driveway Grounds
3. Date and time requested: _____
4. Sponsoring Organization: _____
5. County Official Sponsor : _____
(Required for approval of all events at the Colorado County Courthouse. Must be the County Judge, County Commissioners of Precinct 1, 2, 3 or 4. Applications are considered incomplete without a letter of sponsorship from the County Official Sponsor.)
6. Contact Name(s): _____
7. Address: _____
8. Phone No: _____ Cell No: _____ Fax No: _____
9. Email Address: _____
11. Purpose of Event. Attach additional page if necessary.
12. Description of any large banners, signs, etc. **(Nothing may be attached to any structure on the grounds or buildings.)** Are handouts included? (Circle one) Yes No
13. Time schedule for program. Please be specific and provide copy or draft program.
Set Up Time _____ Start Time _____ End Time _____
14. Colorado County Commissioners Court will not provide chains, microphone or speakers.

15. Please list all equipment, including electrical power requirements, provided by event holder to be used during event.

16. Number of persons expected to attend _____ (Participants) _____

17. Is the sponsoring organization tax exempt? Yes No

Federal ID Number: _____ (If exempt, you and participants must include proof of tax exempt status in order to get refund)

I/We have read the Colorado County Courthouse Policy for Use of the Courthouse Grounds and agree to comply with this policy. I/We understand that all events are subject to **cancellation**. *I/We also understand that, in the event of rain, the Colorado County Commissioners Court cannot provide electricity and that the Colorado County Commissioners Court shall prohibit a tent from being placed on the grounds.* In addition, I/We understand that I/We am/are responsible for any damages to the building or grounds as a result of my/our event.

Authorized signature of representative for event

Date

Authorized signature of representative for event

Date

\$. _____

Deposit

Federal ID#, Tax#, or SS# with a
Personal check required for refund

Colorado County Commissioners Court will determine amount of Deposit when application is received.