

# Fannin County Historic Courthouse Facility and Grounds Use Policy

## **Guiding Principles:**

- Historic Courthouse Facility Reservations are available on a first-come, first-served basis.
- Fannin County possesses compelling interests in maintaining public property in a clean and usable condition, coordinating multiple uses of limited space, and ensuring that sidewalks and public property remain safe and accessible.
- In order to safeguard the open use of the Historic Courthouse, limited time, manner, and place restrictions are appropriate.

## **Organized Exterior Gatherings:**

Notification to the County Judge's office and reservation is required to reserve a space on the Historic Courthouse grounds. The County Judge may impose additional requirements.

Historic Courthouse Facility reservations are available on a first-come, first-served basis, except as detailed below. Completed applications will be processed in the order received.

Fannin County maintains the right to deny an interior or exterior application for reservation on any of the following grounds:

1. The application for reservation (including any required attachments and submissions) is not fully completed or executed;
2. The application for reservation contains a falsehood or misrepresentation;
3. The application or the person on whose behalf the application for permit was made has on prior occasion damaged Fannin County property and has not paid in full for such damage;
4. The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by Fannin County or the judicial system and previously scheduled for the same time and place;
5. The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, of other users of the Historic Courthouse grounds, of law enforcement, of county or judicial systems employees or of the public.
6. Fannin County is unable to obtain proper staffing for the planned event date or time.
7. The use or activity intended by the applicant could cause potential harm to the Courthouse or Courthouse grounds.

In order to ensure proper staffing, as much advanced notice as possible is requested. In any event, reservation applications will not be accepted less than three (3) business days prior to the start of the event. If the reservation application needs further research for a decision, the application will be presented to the Fannin County Commissioners Court for review and approval. This process could take up to one week.

Applications must include preferred contact information for the applicant. A member of the County Judge's office or a member of the Courthouse Facility Use Committee will respond to the application through the information provided with any approval, denial, or additional questions or concerns in a timely manner.

After issuance, a copy of the application may be retrieved from the County Judge's office or the application may be transmitted to the preferred contact information of the applicant. Original approved or denied applications will be maintained at the Historic Courthouse, but applicants are advised to keep a copy of approved applications on-site during reservation events.

In addition, organized gatherings may require notice to other agencies, such as the City of Bonham 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.

Submission of an application is NOT approval to hold the planned event. If a reservation is denied, specific reasons for the amendment or denial will be provided.

If you have any questions about a particular event or activity and whether a reservation is required, please contact the Fannin County Judge's office.

The primary use of Fannin County Historic Courthouse facilities is to conduct county government business. However, the Fannin County Historic Courthouse facilities and conference rooms are maintained by taxpayer dollars and certain meeting rooms are open for use by the public under certain circumstances. To effectively manage the use of county facilities meeting room space, Fannin County adopts the following guidelines and rules:

### **Interior Scheduling**

To reserve a meeting room at the Fannin County Courthouse, contact the County Judge's office at 903-583-7455 or email at [countyjudge@fanninco.net](mailto:countyjudge@fanninco.net). If the reservation request is for outside of normal operating hours, a reservation application must be submitted to the County Judge's office. The meeting rooms available for reservation include the County Commissioners Courtroom and the 2<sup>nd</sup> Floor Conference Room.

If a scheduling conflict arises due to an impromptu emergency County meeting, the County meeting will take precedence over the reservation.

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### **HOURS**

The Fannin County Courthouse has normal recognized hours of operation from 8:00 am to 5:00 pm, Monday thru Friday, excluding holidays. Meetings may be scheduled outside of normal hours of operation with approval from the Fannin County Judge's office.

## **RULES**

The following rules apply to ALL reservations:

- A representative of the County will be present for any interior use reservations (payment for current county representative may be required).
- Cancellations must be made at least 24 hours in advance of the event;
- Meeting rooms must be cleaned up after any meeting, including trash removal. Any damage or clean up, beyond normal wear and tear, may result in a fee to the entity/individual for the cost of repair and/or clean up;
- Signs, emblems, banners, pennants, etc. may not be affixed to any of the buildings' surfaces, steps, walls or light fixtures. Users may affix notices, as directed, no larger than 8" x 11", directing participants to proper meeting locations. Such notices must be removed after the meeting or event is finished;
- Stakes of any kind may NOT be used on Courthouse property in order to protect the water, irrigation and utility lines – only water barrels or sand bags may be used for weighting down when necessary;
- No bounce houses or any other structure are allowed on the Courthouse lawn that may cause damage to the lawn;
- Any extension cords, wires, ropes, etc. that run across public walking and/or driving areas must be secured to avoid safety hazards;
- No alcoholic beverages shall be served or consumed during any event reserved under this policy;
- Smoking of tobacco, smokeless tobacco products and electronic smoking devices is strictly prohibited in the Fannin County Historic Courthouse and on County grounds;
- Fannin County staff offices are excluded from reservation use during events or meetings.
- **Any request not listed on the Application for Reservation must be approved by the Courthouse Facility Use Committee – this includes additional time needed, equipment, structures, etc.**

Use of Fannin County Courthouse facilities may be denied or terminated for violations of the rules set forth in this policy and/or if the use poses health or safety risks. Permission to use Fannin County Courthouse facilities shall not in any way constitute endorsement of the user group, entity or individual or their policies and activities. Outside of county business, the Courthouse and grounds should be used for non-profit organizations.

## **LIABILITY**

The use of Fannin County Courthouse facility space does not obligate the County to furnish any services or to provide any support regarding personnel, fixtures, equipment or supplies. The County does not warrant that any County facility space, fixtures or equipment is fit for any purpose. The 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 such space.

## **ENFORCEMENT PROCEDURES**

Violation of any one of these rules or law will result in immediate withdrawal of the applicant's reservation and may result in an arrest for the violation of law.

# FANNIN COUNTY HISTORIC COURTHOUSE GROUNDS AND FACILITIES

## APPLICATION FOR RESERVATION

This is the application for reserving interior or exterior areas of the Fannin County Courthouse located at 101 E. Sam Rayburn Drive, Bonham, TX. This application is reviewed by the Courthouse Facility Use Committee and will be reviewed to determine that it complies with the FANNIN COUNTY HISTORIC COURTHOUSE FACILITY AND GROUNDS USE POLICY.

Applicants will receive an email, text, phone call or letter notifying them of the decision.

Completed application(s) must be received by Fannin County at least 72 hours prior to the event. You may email the application(s) to [countyjudge@fanninco.net](mailto:countyjudge@fanninco.net) or drop off the application(s) at the County Judge's office located inside the courthouse, Room 214, 2nd floor.

TODAY'S DATE:

**LOCATION REQUESTED:**

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COURTHOUSE GROUNDS

COMMISSIONERS COURTROOM

CONFERENCE ROOM #202

CORRIDORS (FOR DISPLAYS)

DATE(S) OF EVENT:

TIME(S) OF EVENT:

NAME OF EVENT:

Please describe below the event proposed to be held inside or outside the Courthouse. Include information on the nature of the event, any displays or equipment to be used, necessary set-up and tear-down time, expected activities, and expected number of people to attend. Please be as specific as possible.

Will your event require the use of power?    Yes    No

Please indicate here if you are planning to publicize this event and if so, please elaborate.

**NAME OF CONTACT:**

**ADDRESS:**

**CITY, STATE, ZIP:**

**PHONE NUMBER:**

**EMAIL:**

I, the undersigned, certify that the statements made by me in this Application are true, complete and correct to the best of my knowledge and are made in good faith. I further agree that I have read and consent to abide by the terms, conditions, policies and procedures as outlined in the Fannin County Historic Courthouse Facility and Grounds Use Policy.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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To be completed by committee appointee:

Your application to reserve said Courthouse location(s) has been reviewed by the Fannin County Courthouse Facility Use Committee and has been:

**APPROVED:**

**DECLINED:**

**Reason for Denial:**

**DATE:**

Printed Name of Fannin County Representative

Signature