

# APPLICATION FOR FUNCTIONS / EVENTS ON HAYS COUNTY PROPERTY

## COUNTY CONTACT:

Miranda Gomez, <miranda.gomez@co.hays.tx.us> or call (512) 393-2205

**Instructions:** Before filling out this application, please read the *Property Use Policy*. Please complete the section of this application that relates to your request:

**Section A.     ARTICLE I. - GENERAL USE OF COUNTY PROPERTY**

~OR~

**Section B.     ARTICLE III. – USE OF HAYS COUNTY PROPERTY FOR PUBLIC DISPLAYS, FIXTURES OR SYMBOLS**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

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**A.     ARTICLE I - GENERAL USE OF COUNTY PROPERTY**

1. Name of Requesting Organization: \_\_\_\_\_

2. Name of Event: \_\_\_\_\_

3. County Property Requested: \_\_\_\_\_

If using an interior portion of a County Property, please indicate which property and indicate location of interior portion of that property (e.g., Historical County Courthouse Rotunda, etc.) \_\_\_\_\_

- a). **Interior portions of County Property**, require sponsorship of the Event by a County Official Sponsor, who shall be present at the Event. A sponsor may designate an alternate person to attend the event in their place. (*See Amended and Restated Property Use Policy, Article I. E. 11. - Miscellaneous Provisions*).
- b). The Official Sponsor must provide signature below, and if designating an alternate, the Official Sponsor shall provide the name of the designee who will be attending the event in his/her place:

Signature of Official County Sponsor: \_\_\_\_\_

Printed Name of Official County Sponsor: \_\_\_\_\_

Printed Name of designated Alternate to attend event: \_\_\_\_\_

4. Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

5. Organization's Representative's Name: \_\_\_\_\_

6. Representative's Address: \_\_\_\_\_

7. Representative's Phone Number: \_\_\_\_\_

8. Representative's eMail: \_\_\_\_\_

9. Type of Event to be held. (See Amended and Restated Property Use Policy, Article I. A. & B.

(Please indicate Event Category by checking box):

- a). **2. Ceremonial Function** – Property Use Application shall be provided to the County Contact at least seven (7) business days prior to the Function. (Hays County reserves the right to designate, by advanced written notice, a specific area on the Property which the Function must be held).
- b). **3. Class II Event** – Property Use Application shall be provided to the County Contact at least ten (5) days prior to the Event.
- c). **4. Class I Event** - Property Use Application shall be provided to the County Contact at least ten (5) days prior to the Event. (Requires Special Event Insurance, General Liability Insurance, or other applicable insurance, which shall be submitted to the County Contact along with your application. Questions about type and amount of insurance required can be directed to the County Contact by calling (512) 393-2205).

10. Description of Event: (e.g., **press conference, rally, public performance**, etc. Please be specific and provide copy or draft of program, if available.): \_\_\_\_\_

11. Time Schedule for Program. (circle am or pm):

Set Up Time: \_\_\_\_\_ am/pm Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

12. Please choose which Quadrant of the courthouse grounds you desire for your event. (see Diagram 1, item #3 on website).

Quadrant 1  Quadrant 2  Quadrant 3  Quadrant 4  All four Quadrants

13. Please list all equipment and other items (e.g., electrical, tents, chairs, displays, etc.) that will be provided by the organizer and used during event by the Event Holder/Organization:

14. Number of persons expected to attend: \_\_\_\_\_. The number of people expected to attend also determines the “Type of Event.” (see paragraph 9 of this application).

15. If you anticipate 100 or more people, please choose either box (a) or box (b). **Please note: Additional security may be required if, in the opinion of the Hays County Judge’s Office, additional security is needed for safety and/or protection of Hays County property.** (See Amended and Restated Property Use Policy, Article I. D. Security):

- a). Hays Co. Constable’s Office (contact Deputy Greg Grumbles at 512-214-5596 or Deputy Eric Villalpando at 512-618-9277); or
- b). Hays Co. Sheriff’s Department (contact Lt. Dennis Gutierrez – 512-393-7877)

16. Provide a copy of the security provider’s invoice for your event’s security services to the County Contact along with your application. *(If no invoice is available, please have the security provider send an email message to the County Contact stating that they will be providing security services for your event and include the date(s) and time(s)).*

17. Please use this space to list any miscellaneous information you wish to be considered in your application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Submit your deposit to the County Contact, no later than 24 hours prior to the Event, in the amount of \$250.00 made payable to “Hays County” in the form of a Cashier’s Check or Money Order. *(See Amended and Restated Property Use Policy, Article 1. C. Deposit for Use of County Properties).*

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**B. ARTICLE III – USE OF HAYS COUNTY PROPERTY FOR PUBLIC DISPLAYS, FIXTURES OR SYMBOLS**

1. Name of Requesting Organization: \_\_\_\_\_

2. Type of Display, Fixture, or Symbol: \_\_\_\_\_

3. Date(s) Requested: \_\_\_\_\_

- a). Pursuant to *Article III. E. 5. – Regulations*, the display, fixture, or symbol shall be for a duration of **no more than 10 days** from initial placement.
- b). Pursuant to *Article III. E. 10. – Regulations*, the location designated for Displays, Fixtures, and Symbols is located in Quadrant 4 of the Hays County Courthouse Grounds. *(see Diagram 1, item #3 on website).*

4. Organization’s Representative’s Name: \_\_\_\_\_

5. Representative’s Address: \_\_\_\_\_  
\_\_\_\_\_

6. Representative’s Phone Number: \_\_\_\_\_

7. Representative’s eMail: \_\_\_\_\_

**I HAVE READ AND UNDERSTAND THE PROPERTY USE POLICY. I UNDERSTAND THAT ALL EVENTS ARE SUBJECT TO CANCELLATION. I ALSO UNDERSTAND THAT, IN THE EVENT OF INCLEMENT WEATHER, THE COUNTY MAY NOT PROVIDE ALTERNATE EVENT LOCATIONS AND THAT THE COUNTY MAY PROHIBIT A TENT FROM BEING PLACED ON THE GROUNDS. IN ADDITION, I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY DAMAGES TO THE BUILDING OR GROUNDS AS A RESULT OF MY EVENT.**

\_\_\_\_\_  
Event Holder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Event Holder

\_\_\_\_\_  
Name of Organization