

# APPLICATION FOR CLASS II EVENTS ON HAYS COUNTY PROPERTY

(Article I – General Use of County Property)

**COUNTY CONTACT:** Anita Collins  
anita.collins@co.hays.tx.us (512) 393-5516

**Instructions:** Before filling out this application, please read the *Property Use Policy, Article I – General Use of County Property*.

*Class II events are functions that host at least twenty but does not exceed two hundred (200) attendees; **and**, uses the existing electricity outlets on the Property, without additional setup; **or** brings items onto the Property that presents some risk to the Property or people visiting the Property; **or** calls for the temporary, exclusive use of space on the Property. (See Article I.A.3)*

**APPLICATIONS SHOULD BE SUBMITTED TO COUNTY CONTACT AT LEAST 10 DAYS PRIOR TO EVENT.**

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

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

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

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

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

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

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

6. 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 *and* any other miscellaneous information you wish to be considered in your application: \_\_\_\_\_

7. County Property Requested (*see diagram for quadrant and parking locations*):

☐ Courthouse Lawn – (**Circle Request**): Quadrant 1, Quadrant 2, Quadrant 3, Quadrant 4

☐ Parking Spaces – (**Circle Request**): Guadalupe St., San Antonio St., LBJ St.

• **Number** of Parking Spaces requested: Guadalupe \_\_\_, San Antonio \_\_\_, LBJ \_\_\_

☐ Interior Historical County Courthouse Rotunda (max occupancy 86)

☐ Other: \_\_\_\_\_

- 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: \_\_\_\_\_

8. Number of persons expected to attend \_\_\_\_\_. If you anticipate 100 or more people, please choose either box (a) or box (b). **Please note: The Hays County Judge's Office may require additional security if 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 Eric Villalpando at 512-618-9277);  
or

☐ b). Hays Co. Sheriff's Department (contact Lt. Dennis Gutierrez – 512-393-7877) 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)).*

9. Submit your deposit to the County Contact, no later than 48 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 or online via <https://govpay.net/hays-county-tx-judge-office>.  
*(See Amended and Restated Property Use Policy, Article I. C. Deposit for Use of County Properties).*

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**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

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

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