



## Caldwell County COURTHOUSE GROUNDS USE POLICY

### Guiding Principles:

1. The Caldwell County Courthouse Grounds are available on a first-come, first-served basis.
2. Caldwell County possesses compelling interests in maintaining public property in a clean and usable condition, coordinating multiple uses of public space, ensuring that sidewalks and public property remain safe and accessible, and the orderly administration of County business or other parts of the grounds.
3. Notification to the County Judge's Office and reservations are required to reserve a space on the Caldwell County Courthouse Grounds for an event.
4. There are certain events which use the Caldwell County Courthouse Grounds on a reoccurring basis each year. These events and the dates for each are listed on Exhibit A. They will take precedence for use of the Caldwell County Courthouse Grounds on the dates listed.

**Rules.** The following rules must be adhered to by the Applicant and/or Sponsor during the use of the Caldwell County Courthouse Grounds:

1. The Applicant and/or Sponsor shall submit an application and indemnity agreement to the County Judge's office, each in the form attached hereto at least **eight (8)** but not more than **ten (10)** weeks prior to an event. Completed applications will be processed in the order received.
2. The Applicant and/or Sponsor shall not impede ingress or egress to the Caldwell County Courthouse.
3. The Applicant and/or Sponsor shall be present during the event and will be fully responsible for any damage to Caldwell County property and for any personal injury caused by or occurring in the proximity as a result of the described activity. To ensure this purpose is served, any person or entity requesting an event on the Caldwell County Courthouse Grounds may be required to obtain and provide a copy or proof of casualty and liability insurance naming Caldwell County as a beneficiary in an amount to be determined by the office of the County Judge based on the anticipated event, its projected attendance and the risks associated with the event, as well as foreseeable damage it might cause to the Caldwell County Courthouse and the Caldwell County Courthouse Grounds.
4. The County Judge shall specify the exact location on the Caldwell County Courthouse Grounds where the event may occur.
5. Items that could leave a residue or stain on Caldwell 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 Caldwell County property or lawns.

6. Tarps or any other covers are **NOT** to be placed directly on the Caldwell County Courthouse Grounds nor can they be staked directly into the Caldwell County Courthouse Grounds or trees; they can be weighed down **ONLY**. All tarps, tents, weights, tape, string, rope, etc. must be removed at the end of the event.
7. Sound equipment (including megaphones and the like), 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 ordinances (the Applicant and/or Sponsor is encouraged to review these requirements).
8. No signs or placards available for display during the event may be carried into the Caldwell County Courthouse. No signs or placards may be attached to any part of the Caldwell County Courthouse or any trees, lampposts, fences, handrails, benches, etc. on the Caldwell County Courthouse Grounds. No signs or placards may be stuck into the Caldwell County Courthouse Grounds. Treasure-hunting (i.e., metal detectors) or any type of excavation or penetration of the Caldwell County Courthouse Grounds is not permitted.
9. No bounce houses or any other structures that may cause damage to the Caldwell County Courthouse Grounds are allowed.
10. Alcoholic beverages shall only be served or consumed during an event reserved under this policy if approved by the Caldwell County Commissioners Court. The Caldwell County Commissioners Court may specify additional restrictions applicable to the serving and consuming of alcoholic beverages.
11. No vehicular traffic, including automobiles, trailers, motorcycles, four-wheelers, etc., is allowed on the Caldwell County Courthouse Grounds. The one exception is for motorized chairs used by persons with disabilities.
12. The County Judge may cancel events on the Caldwell County Courthouse Grounds on short notice due to inclement weather, other natural disasters or for the safety and welfare of the County residents.
13. The County will not provide restroom facilities.
14. The office of the County Judge will determine the security arrangements, if any, required by the event. The Applicant and/or Sponsor shall be responsible for arranging and paying for such security arrangements.
15. All events are to be held on a day which is not a Saturday or Sunday or on which the Caldwell County Courthouse is closed between the hours of 8:00 a.m. and 5:00 p.m. Events may be scheduled on other dates and at other times with the consent of the County Judge. No more than one event shall be scheduled on any day and events may not be held for more than one day per application.
16. The Applicant and/or Sponsor is responsible for any other permits required by the City of Lockhart, the Sheriff or any other regulating entity.
17. Caldwell 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 Caldwell County property and has not paid in full for such damage;
- d. The event would conflict with previously planned programs organized or conducted by Caldwell 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 Caldwell County Courthouse or the Caldwell County Courthouse Grounds, of law enforcement, of County employees or of the public;
- f. Caldwell County is unable to obtain proper staffing necessary for the planned event date or time;
- g. The use or activity intended for the event involves the use of flammable, hazardous or odorous chemicals or materials;
- h. The use or activity intended for the event would obstruct sidewalks, roadways or the entrances to the Caldwell County Courthouse; or
- i. The use or activity intended could cause potential harm to the Caldwell County Courthouse or the Caldwell County Courthouse Grounds.

Use of the Caldwell County Courthouse Grounds may be denied or terminated for violation of the rules set forth in this policy. Permission to use the Caldwell County Courthouse 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 is required from the Applicant and/or Sponsor for an event. The deposit is in an amount set by the office of the County Judge sufficient to recover the estimated direct costs to Caldwell County for the event. 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 costs of damage to the Caldwell County Courthouse or the Caldwell County Courthouse Grounds that directly results from the event;
  - b. The cost of extra labor, materials and utilities directly attributable to the event;
  - c. The cost of extra security necessitated by the event in excess of those paid by the Applicant and/or Sponsor under item 14 in the heading **Rules**.
2. Applicant and/or Sponsor 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. A \$50.00 per hour clean-up fee for the area will be charged if necessary.

**LIABILITY.** The use of the Caldwell County Courthouse Grounds does not obligate Caldwell County to furnish any services or provide any support regarding personnel, fixtures, equipment or supplies. Caldwell County does not warrant that the Caldwell County Courthouse Grounds are fit for any purpose. **CALDWELL 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 CALDWELL COUNTY COURTHOUSE, THE CALDWELL COUNTY COURTHOUSE GROUNDS OR ANY ADJACENT AREAS AND STRUCTURES.**

## APPLICATION FOR USE OF CALDWELL COUNTY COURTHOUSE GROUNDS

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Request for event on the  
Caldwell County Courthouse Grounds

**Contact:** County Judge's Office

**Email:** [Ezzy.Chan@co.caldwell.tx.us](mailto:Ezzy.Chan@co.caldwell.tx.us)  
[Stephanie.McKee@co.caldwell.tx.us](mailto:Stephanie.McKee@co.caldwell.tx.us)

**Phone:** 512-398-1808

**Instructions:** Please complete the entire application. Incomplete applications will not be considered. If you have any questions, please contact the Caldwell County Judge 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: \_\_\_\_\_ Fax: \_\_\_\_\_
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 Caldwell County Courthouse Grounds**). Are handouts included? (Circle One) Yes / No

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 Lockhart, the Sheriff or any other regulating entity and a copy of each is attached to this application?  
(circle one) Yes / No  
If yes, please describe types and anticipated amounts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Are you requesting permission to serve or allow the consumption of alcoholic beverages?  
(check one) Yes \_\_\_\_ No \_\_\_\_  
If yes, please describe types and anticipated amounts:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Are you requesting a date and/or time other than those listed under item 15 in the heading **RULES**? (check one) Yes \_\_\_\_ No \_\_\_\_  
If yes, please state: \_\_\_\_\_

**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 CALDWELL 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 CALDWELL COUNTY COURTHOUSE GROUNDS OR ANY AREAS ADJACENT THERETO, WHICH MAY BE MADE BY REASON OF THE USE BY THE UNDERSIGNED OF THE CALDWELL COUNTY COURTHOUSE GROUNDS.**

**THE UNDERSIGNED, \_\_\_\_\_, HEREBY RELEASES AND FOREVER DISCHARGES CALDWELL 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 CALDWELL COUNTY COURTHOUSE GROUNDS OR ANY AREAS ADJACENT THERETO, WHICH MAY BE MADE BY REASON OF THE UNDERSIGNED'S USE OF THE CALDWELL 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)

By: \_\_\_\_\_

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

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Caldwell County Judge

## EXHIBIT A

### Annual Reoccurring Events on Courthouse Grounds

EVENT	DATE(S)
Cinco de Mayo (Fifth of May)	Weekend in May (Closest to the 5th)
Cowboy Breakfast	Chisholm Trail Roundup Event in June
Courthouse Nights	Third Friday (April – August)
Dia de los Muertos (Day of the Dead)	November 1 <sup>st</sup>
A Christmas to Remember	First Weekend in December