

**SAN AUGUSTINE COUNTY  
PREMISES USE POLICY**

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**Brief description of Event (please include estimated Attendance).**

*April is Child Abuse Awareness month and the Children's Advocacy Center would like request permission to use the courthouse (Stripling) pavilion and the immediate surrounding area to hold our 7<sup>th</sup> annual Butterfly Release in San Augustine Co. on Thursday, April 2th at 4:30 pm. The event will last approximately an hour and will not require any set up prior to the event. We are estimating an attendance of 50-100 people.*

*A brief speech/explanation will be given discussing child abuse awareness and the significance of the butterfly release, the butterflies will be passed out and then released from their envelopes.*

**Requesting Organization:**

I am an officially delegated representative of the above named organization, if any, and do hereby agree to the conditions above concerning the use of the building/grounds for which this permit is to be granted.

Jade Miller

3/13/2026

Applicant Signature

Date

[Signature]  
Granting Authority Signature

3/24/26

Date



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- 2.4 Any requests for displays, decorations, or monuments shall be made in writing and directed to the San Augustine County Judge. The written request should include:
- 2.4.1 The name of the individual and organization making the request;
  - 2.4.2 A description of the item(s) requested to be displayed on County Property;
  - 2.4.3 The location upon County Property where you would like to place the display;
  - 2.4.4 The date you would like to begin the display, and the name, address and telephone number of the person who will be responsible for erecting the display;
  - 2.4.5 The date the display will end and the name address and telephone number of the person who will be responsible for removing the display.
- 2.5 With respect to requests made pursuant to Section 2.0 of this policy, the County Judge may approve the request, are at their discretion, and may place the request on a Commissioner Court Agenda for consideration by the Commissioners Court. If any single County Commissioner disapproves of the County Judge's approval or denial of a request, the Commissioner can have the matter placed on a Commissioner Court Agenda for consideration by the Commissioners Court as a whole.
- 2.6 It is acknowledged that the County Commissioners Court has control over any monument, display, or decoration placed on County property. The County Commissioners Court specifically reserves the right to:
- 2.6.1 Approve or deny, in whole or in part, any request for display on County property;
  - 2.6.2 Rescind or modify any approval of a display;
  - 2.6.3 Control the location of the display and set the duration to allow the display, if any;
  - 2.6.4 Control the message that is delivered to the public by the use of property owned by San Augustine County.

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## APPENDIX A

### AGREEMENT ON TERMS AND CONDITIONS OR USE OF SAN AUGUSTINE COUNTY TEXAS PROPERTY

#### A.3.0 Rules of Use

- A.3.1 Users are responsible for clean-up of the County property during and at the conclusion the event;
- A.3.2 There will be **NO USE** of County electricity, water, or other utilities unless prior approval granted. The permissible use of outdoor property does not contemplate the use of any indoor facilities and the use of indoor facilities or utilities will not be authorized without express approval by County Judge;
- A.3.3 There will be **NO** overnight demonstrations or camping on County property. Use of County property for multiple days does not authorize overnight stays;
- A.3.4 **DRUGS AND ALCOHOL ARE STRICTLY PROHIBITED ON ALL COUNTY PROPERTY;**
- A.3.5 County property shall be vacated promptly at the expiration of event permit;
- A.3.6 No breach of peace or disruptive assembly or demonstration is allowed. Excessive noise or disturbance of the peace will result in the Premises Permit will be revoked immediately and the event canceled;
- A.3.7 **Firearms are strictly prohibited; only exceptions are Certified Peace Officers;**
- A.3.8 No portable toilets may be placed on County property without prior approval from the County Judge;

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## A.4.0 Agreement on Condition of Use

The User agrees to the following as a condition of use:

- A.4.1 Adherence to all of the rules listed above in A.3.0 and the applicant's best efforts to ensure that all event attendees are in adherence;
- A.4.2 User assumes the duty to inspect the premises prior to use for any unsafe condition and to notify a representative of San Augustine County if an unsafe condition is found. In the event that any unsafe condition that is found, that cannot be corrected or cured prior to the start of the event, the event should be canceled;
- A.4.3 Once a County premises become unsafe, please notify a San Augustine County representative.
- A.4.4 Not to interfere in any way with the operation of county business;
- A.4.5 Make ensure that attendees and the property of San Augustine County, Texas, from harm or damage;
- A.4.6 Not to build, erect, affix, and attach, any equipment or permanent structure to any structure or fixture upon San Augustine. When attaching temporary displays for use during permitted event times, users will not use nails, screws, or any similar fasteners to attach said displays to County structures or fixtures, including the trees and landscaping on County property;

**THE USE OF ELECTRICAL OUTLETS ON THE COURTHOUSE BUILDING IS STRICKLY PROHIBITED. VIOLATION OF THIS POLICY WILL RESULT IN IMMEDIATE REMOVAL FROM THE COURTHOUSE GROUNDS**

- A.4.7 To ensure that no illegal activity is taking place on County property; and
- A.4.8 To report any damage to County property as soon as it is known.



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## SAN AUGUSTINE COUNTY EVENT PERMIT

Applicant's Name:	Jade Miller
Requesting Organization:	Children's Advocacy Center of San Augustine Co.
Primary Mailing Address:	PO Box 2072
City/State/Zip:	Center, TX 75935
Email address:	<a href="mailto:jmiller@shelbycountycac.com">jmiller@shelbycountycac.com</a>
Telephone:	936 590-9864
Cell:	936 366-9041
Event Back-up Contact Name:	Denise Merriman
Event Back-up Cell:	936 591-6497
Courthouse Square Usage:	Pavilion and immediate surrounding area
Date of Event	April 9, 2025
Start Date:	4:00 pm – 5:00 pm
End Date:	
Published Hours of Event	Start time: 4:30 pm End time:
Will streets be closed during event?	<u>NO</u>
If yes, list street names to be closed, and include time & date of closure(s)	Street(s): Date: Time:
Requesting use of parallel parking area around the courthouse during regularly scheduled business hours.	NO
If requesting use of the parallel parking area around the courthouse square please list 1) time the space is needed, and 2) date and time barricades are to be in place.	N/A  * Barricades must be approved by San Augustine City Manager.

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* Map of space requested	
Requesting use of curbside parking around courthouse square	NO
If requesting use of curbside parking area around the courthouse square please list 1) time the space is needed, and 2) date and time barricades are to be in place. * Map of space requested	*Barricades must be approved by San Augustine City Manager.
Courthouse opened for using bathroom facilities; if event is outside of regular courthouse hours of operation, event must hire courthouse maintenance supervisor to stock and clean bathrooms during the published hours of event.	NO
First floor hallways are available for use for approved floor displays: Texas Historical Commissioner strictly prohibits affixing items to restored courthouse hallway walls. <b>No exceptions made.</b>	NO
Written requests to use the county or district courtrooms during events will be considered by Commissioners Court, or District Judge	NO
Use of the driveway / handicapped parking area on east side of courthouse between 1919 jail and door entryway to the courthouse	NO
Date and time of event breakdown	Date: April 2, 2026 Time: 4:30 pm