The San Augustine Garden Club requests permission to use the Courthouse Square and Pavilion.

November 1	Bring lighting and displays to the square
November 2-23	Decorating the Square
November 24	Official lightening
January 4	Begin removing lightening

Carol McMillan 9-16-24

Carol McMillan
President, SA Garden Club

SAN AUGUSTINE COUNTY
PREMISES USE POLICY

1. POLICY BACKGROUND AND OBJECTIVE

The adoption of this policy is to clarify and memorialize San Augustine County's traditional approach to allowing groups or individuals to assemble on San Augustine County owned property. This Policy clearly states the procedures and guidelines for individuals or groups seeking the use of County owned property. San Augustine County has stake in allowing the use of county owned property. Some of the considerations given in drafting this policy include:

1.1 The importance of county government property being accessible to the community;
1.2 The development of positive perceptions about local county government within San Augustine County, Texas;
1.3 Preserving the historical relationship that the local government of San Augustine County, Texas has had with the community;
1.4 Preserving the community values of San Augustine County, Texas;
1.5 Providing festive and seasonal decorations which are pleasant for not only members of our community, but invite and welcome visitors to San Augustine County, Texas;
1.6 Ensuring the safety of the community; and
1.7 Proving clarity to the public on San Augustine County's policies and procedures on the use of County property and the placement of displays on County property.

2. POLICY ON PUBLIC DISPLAYS, DECORATIONS, OR MONUMENTS ON COUNTY PROPERTY

2.1 Except those areas that have been established as public forums as a matter of law, San Augustine County property has not been by tradition or designation a public forum. San Augustine County may contract with individuals or private groups to place displays or decorate County property, however, any displays placed on County property are for San Augustine County's intended purpose;
2.2 Any personal property left unattended on County property will be removed;
2.3 No permanent structures, fixtures or displays will be permitted on County property without prior County Commissioners Court approval;

x _____

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.

x

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;

x _____

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.

x_____

SAN AUGUSTINE COUNTY
PREMISES USE POLICY

Brief description of Event (please include estimated Attendance).

The San Augustine Garden Club will decorate, display, and remove decorations at Courthouse Square from November 1 to January 9, 2027.

The number of members working each day depends on which area is being assembled.

Activities will begin November 1, when supplies and displays will be moved to the square, and workers will begin assembly.

On November 21, the lights will officially be turned on for the citizens of San Augustine to enjoy, and they will remain on each night until after New Year's Day.

From January 2-9, 2027, workers will pack up supplies and return Courthouse Square to its normal state.

Requesting Organization:

I am an as 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.

Carol McMillan — 9-25-2026

Applicant Signature — **Date**

Granting Authority Signature — **Date**

SAN AUGUSTINE COUNTY
PREMISES USE POLICY

SAN AUGUSTINE COUNTY EVENT PERMIT

Applicant's Name:	Carol McMillan
Requesting Organization:	San Augustine Garden Club
Primary Mailing Address:	PO Box 443
City/State/Zip:	San Augustine, TX 75972
Email address:	mcmillan.carol@gmail.com
Telephone:	
Cell:	936-2765-7270
Event Back-up Contact Name:	Celia Marshburn
Event Back-up Cell:	936-552-9707
Courthouse Square Usage:	Lighting the Square for Christmas
Date of Event	November 1, 2026- January 9, 2027
Start Date: End Date:	November 1, 2026 January 9, 2027
Published Hours of Event	Start time: End time:
Will streets be closed during event?	YES / NO No
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.	YES / NO 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. * Map of space requested	* Barricades must be approved by San Augustine City Manager.

SAN AUGUSTINE COUNTY
PREMISES USE POLICY

Requesting use of curbside parking around courthouse square	YES / NO 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.	YES / NO No
First floor hallways are available for use for approved floor displays: Texas Historical Commissioner strictly prohibits affixing items to restored courthouse hallway walls. **No exceptions made.**	YES / NO No
Written requests to use the county or district courtrooms during events will be considered by Commissioners Court, or District Judge	YES / NO No
Use of the driveway / handicapped parking area on east side of courthouse between 1919 jail and door entryway to the courthouse	YES / NO No
Date and time of event breakdown	Date: January 1-9, 2027 Time:

x _____