

SAN AUGUSTINE COUNTY
PREMISES USE POLICY

Brief description of Event (please include estimated Attendance).

Approximately 30 Garden Club members will have lunch in front of Stripling Pavillion to evaluate the progress of the Christmas lighting.

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.

<u>Cause Mc Millan</u>	<u>10-17-2025</u>
Applicant Signature	Date
<u>[Signature]</u>	<u>10/28/25</u>
Granting Authority Signature	Date

SAN AUGUSTINE COUNTY PREMISES USE POLICY

SAN AUGUSTINE COUNTY EVENT PERMIT

Applicant's Name: <u>Carol McMillan</u>	
Requesting Organization: <u>SA Garden Club</u>	
Primary Mailing Address: <u>P.O. Box 443</u>	
City/State/Zip: <u>San Augustine, 75972</u>	
Email address: <u>mcmillan.carol@gmail.com</u>	
Telephone: <u>936-275-7270</u>	
Cell: <u>936-275-7270</u>	
Event Back-up Contact Name: <u>Janice Moore</u>	
Event Back-up Cell: <u>936-675-1072</u>	
Courthouse Square Usage: <u>Lunch in Striping Pavilion</u>	
Date of Event <u>Nov 13, 2025</u>	
Start Date: <u>Nov 13, 2025 9:30 AM</u>	
End Date: <u>Nov 13, 2025 3:00 P.M</u>	
Published Hours of Event <u>12-2</u>	Start time: <u>12:00 PM</u> End time: <u>2:00 PM</u>
Will streets be closed during event? <u>NO</u>	YES <input checked="" type="radio"/> 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 <input checked="" type="radio"/> 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.

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Requesting use of curbside parking around courthouse square	YES <input checked="" type="radio"/> NO
<p>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.</p> <p>* Map of space requested</p>	*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 <input checked="" type="radio"/> NO
<p>First floor hallways are available for use for approved floor displays:</p> <p>Texas Historical Commissioner strictly prohibits affixing items to restored courthouse hallway walls.</p> <p>No exceptions made.</p>	YES <input checked="" type="radio"/> NO
Written requests to use the county or district courtrooms during events will be considered by Commissioners Court, or District Judge	YES <input checked="" type="radio"/> NO
Use of the driveway / handicapped parking area on east side of courthouse between 1919 jail and door entryway to the courthouse	YES <input checked="" type="radio"/> NO
Date and time of event breakdown	<p>Date: Nov 13</p> <p>Time: 2:30 PM</p>