

MARC BOLZ
District No. 1

REESE WEDEL
District No. 2

CLARENCE MALY
District No. 3

Office of

Garfield County Commissioners

JACOB PRICE
County Highway Office
580-242-6013

AMY HAMM
RACHELLE MORRIS
Secretaries
580-237-0227

PLEASE SUBMIT THIS APPLICATION TO

GARFIELD COUNTY COURTHOUSE
114 WEST BROADWAY
ENID, OKLAHOMA 73701
PHONE: 582-237-0227
www.garfieldok.com

I, _____
(Print Name)

FROM _____
(Organization)

Hereby agree to the policies and procedures for the use of the Courthouse lawn and gazebo on the date(s) of the event.

Signature

Date/Time

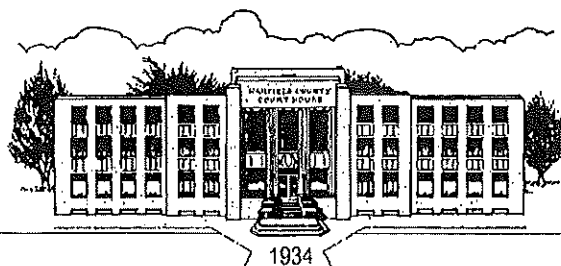
Approved by Garfield County on _____ day of _____

Building Superintendent

Chairman

Vice Chairman

Member



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GARFIELD COUNTY
APPLICATION FOR THE USE OF THE COURTHOUSE LAWN AND GAZEBO

NAME OF ORGANIZATION _____

ADDRESS _____

PHONE NUMBER _____

NAME OF CONTACT PERSON _____

NAME OF EVENT _____

PURPOSE OF EVENT _____

DATE(S) OF EVENT _____

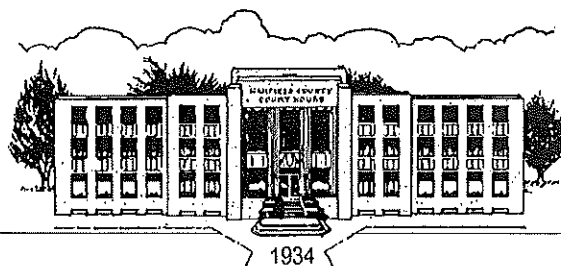
TIME OF EVENT(include setup and tear down time) _____ am/pm to _____ am/pm

APPROXIMATE NUMBER OF PEOPLE EXPECTED TO ATTEND _____

DO YOU NEED ELECTRICITY? _____

DESCRIPTION OF ANY EQUIPMENT THAT MAY BE PLACED ON LAWN OR
SIDEWALKS (TABLES, TENTS, TRAILERS, PODIUM, ANIMALS, ETC.)

IF YOU HAVE ANY EXAMPLES OF FLIERS OR INFORMATIONAL PACKETS
YOU WILL BE HANDING OUT, PLEASE INCLUDE WITH THIS APPLICATION



GARFIELD COUNTY COURTHOUSE
POLICIES AND PROCEDURES
(COURTHOUSE LAWN AND GAZEBO USE)

The Garfield County Courthouse serves as the seat of county government; is the repository for the county's official records; houses departments that have confidential civil, criminal, juvenile, legal, and personnel records; and is on the National Register of Historic Places. The Garfield County Board of County Commissioners has adopted these policies and procedures for nongovernmental use of the courthouse grounds in order to protect the interests of Garfield County government, the courthouse, the citizens of Garfield County, and the public.

USE

It is the county's policy to provide all citizens with equal access to the courthouse grounds. The decision to issue a permit for use of the courthouse grounds will be made on a nondiscriminatory basis and will not be based on the religious or political content of the activity, display, or exhibit.

However, the business of county government takes precedence over any other use of the courthouse grounds. No activity, display, or event may interfere with the operation of county government or any agent, employee, officer, or official in the performance of his or her official duties. Moreover, the courthouse grounds may only be used for non-governmental activities when authorized by a permit issued by the Garfield County Courthouse Building Superintendent and approved by the Garfield County Board of County Commissioners.

Permits issued by the Building Superintendent are subject to these policies and procedures. The Building Superintendent may not grant any exceptions unless the exception is specifically authorized by these policies and procedures.

The Building Superintendent and the Chairman of the Garfield County Commissioners may make last minute changes to any permit and may cancel any permit if necessary to protect the public health, safety, or welfare or if it is in the interest of the county to do so.

GENERAL POLICIES

Decorum. The proposed use must be consistent with the intent and decorum of the seat of county government and the appropriate, non-disruptive use of a public facility.

Security. No use will be authorized or permitted if it has the potential to conflict with a previously scheduled use or if the proposed use may lead to damage or injury to any person or property.

Duration. A permit is valid for 30 days or the number of days requested on the application when it is less than 30 days.

Cost. The user must pay all fees and costs resulting from the activity, display, or event. If there are additional costs outside the normal services provided by county departments, the user must pay all costs related to the proposed use.

Risk. A proposed use may not pose an unreasonable risk of exposure or liability to the county. The scope of the proposed use may require a risk assessment, certificate of insurance, hold harmless agreement, or contract. Such assessments must be made on a non-discriminatory basis and in compliance with laws and cases protecting speech under the First Amendment.

Non-Endorsement. Issuance of a permit does not constitute an endorsement of the proposed activity, display, or exhibit by Garfield County or any of its boards, commissions, committees, employees, officials, or officers.

Transferability. A Courthouse lawn and Gazebo Use Permit is not transferrable.

PERMIT APPLICATION

Any person who wishes to use public space on the courthouse grounds must apply for a permit at least 2 weeks prior to the proposed use unless the activity was being scheduled for an unforeseen reason. Scheduling is on a "first come, first served" basis, and applicants are encouraged to apply as far in advance as possible.

The application must be on a form approved by the Building Superintendent and The Board of County Commissioners and must explain the nature of the proposed activity, display, or event. The application will be available on the County website. www.garfieldok.com

An applicant must provide a description, sketch, or photo of any proposed display, equipment, or other item that will be brought onto the courthouse grounds. Any item brought onto the courthouse grounds must be consistent with the decorum due the seat of county government and with the appropriate, non-disruptive use of public property.

The Board of County Commissioners will consider permit applications at regularly scheduled meetings. The Board of County Commissioners may, but is not required to, hold a special meeting to consider a permit application. The County Clerk will record its action on the application, including any exceptions and the reasons for granting or denying an application, in its meeting minutes.

If the Board of County Commissioners grants an application, the Building Superintendent will issue a Grounds Use Permit to the applicant. Any special requests that have been approved and any policy exceptions that have been granted will be stated on the permit.

If the Board of County Commissioners denies an application, the Building Superintendent will issue a notice of denial stating the reason for the denial.

The Building Superintendent will also provide the applicant with a copy of the minutes of the meeting at which the application was considered.

PERMIT HOLDER RESPONSIBILITIES

The permit holder is responsible for paying all costs in connection with a proposed activity, display, or event, including any costs incurred by the county for services that are in excess of the costs that would be incurred by the county in the absence of the activity, display, or event.

The permit holder assumes responsibility for all activities conducted in connection with the permitted use, including supervision and control to prevent injury or damage; maintenance of the premises in connection with the permitted use; and coordination with the Building Superintendent.

The permit holder agrees that any unattended display will be accompanied at all times by a sign clearly stating the name of the permit holder and that the display is a private display that is not sponsored, maintained, or funded by Garfield County.

The permit holder must comply with all applicable federal, State, county, and city ordinances, policies, procedures, regulations, rules, and statutes.

The permit holder agrees that it will not in any way, directly or indirectly, discriminate against any person because of ancestry, age, color, creed, disability, family status, handicap, income, marital status, national origin, race, religion, sex, sexual orientation, or any other status protected by federal, state, county, and city ordinances, policies, procedures, regulations, rules, and statutes.

The permit holder agrees to indemnify, hold harmless, and defend Garfield County and its agents, employees, officers, and officials against any and all damages or claims that arise because of the issuance of a permit, the permitted use, or the placement of any display, equipment, or other item in connection with the permitted use.

The permit holder must meet with the Building Superintendent prior to the commencement of the permitted use to determine the specific placement of any display, equipment, or other item.

The permit holder is responsible for any damage to the courthouse, the courthouse grounds, or county property that arises in connection with the permitted use. The Building Superintendent will notify the permit holder of any such damage and the cost of repairs.

If the permit holder cancels an activity after a permit has been issued, the permit holder must promptly notify the Building Superintendent in writing or by email.

INSURANCE AND LIABILITY

The permit holder must have insurance coverage of at least \$1,000,000 per occurrence for bodily injury and \$250,000 per occurrence for property damage. The insurance policy must preclude any right of subrogation against the county and its agents, employees, officers, and officials.

The permit holder must provide a certificate of insurance to the county at least one week in advance of the permitted use. The certificate must name the county and its agents, employees, officers, and officials as an additional insured.

The county is not responsible for the theft or damage to any property that the permit holder brings onto the courthouse grounds or into the courthouse.

PERSONNEL

The permit holder is required to pay any extra personnel costs incurred by the county in connection with the permitted use, including clean up after the permitted use ends.

EQUIPMENT, FACILITIES, AND SAFETY

No county equipment may be moved without the express written permission of the Building Superintendent and no county equipment may be removed from the courthouse or the courthouse grounds.

Electrical wires must be secured by tape or other means so that they do not present a safety hazard.

The permit holder is responsible for the set up and take down of all displays, equipment, and other items.

The permit holder is required to clean up any trash before vacating the courthouse grounds. If the permit holder fails to remove trash, the county will do so and the permit holder will be required to pay the cost of doing so.

SPECIFIC PROHIBITIONS

An applicant may not advertise the use of the courthouse grounds for an event until it has been issued a permit.

Alcoholic beverages are not permitted on the courthouse grounds.

Lewd or Lascivious behavior is not permitted on the courthouse grounds.

The use of stakes, anchors or any other objects to secure tents or other equipment are prohibited. Tents and /or other equipment shall only be secured in place by sandbags.

Camping on the courthouse grounds is prohibited.

Candles and other open flame sources are not permitted on the courthouse grounds.

Gambling and gambling machines are prohibited.

Grills and open fires are not permitted on the courthouse grounds.

No item, including banners, may be draped, glued, hung, pasted, taped, or in any other manner affixed to any part of the courthouse without specific permission of the Building Superintendent.

No one, singly or in combination with any other person, may obstruct any entrance or exit to the courthouse, any office in the courthouse, or the courthouse grounds or engage in any demonstration, parade, or other activity in such a manner as to disrupt the orderly flow of pedestrian or vehicular traffic on the courthouse grounds or the conduct of county business by county employees on the courthouse grounds or in any building on the courthouse grounds.

No physical alterations to the courthouse or courthouse grounds are permitted.

Political activity for or against a candidate for public office, political activity for or against a political party, and advocacy for or against any ballot measure or referendum are not permitted.

Use of the county seal by a permit holder in connection with any permitted event is prohibited.

VEHICLES AND PARKING

No vehicle may be driven or parked on any sidewalk or lawn on the courthouse grounds. Any vehicle driven or parked on a sidewalk or lawn in violation of this provision may be ticketed or towed, or both.

RESERVATION OF RIGHTS

The county reserves the right to refuse to permit the courthouse grounds for any event that may compromise the security of the courthouse, the safety of courthouse employees, or the safety of the public.

The county reserves the right to cancel, move, or preempt any permitted event and the county may, when acting in good faith, exercise this right without penalty or liability to the permit holder.

If the county cancels a permit, the Building Superintendent will notify the permit holder in writing or by email, provide a statement of the reason for the cancellation, and work with the permit holder if the permit holder wishes to reschedule the event. No additional application fee will be required to reschedule the activity.

The county reserves the right for any county agent, employee, officer, or official to access and enter the courthouse during a permitted event.

The county reserves the right to remove and dispose of any unauthorized display, equipment, or item and to correct or eliminate any hazardous situation. The county will charge the permit holder for the costs of doing so.

The issuance of a permit does not constitute approval or endorsement of an activity or event, of the group conducting the activity or event, or of the group's purpose.

QUESTIONS

Any questions about these policies and procedures and the after hours use of the courthouse should be directed to the Board of County Commissioners at 580-237-0227 during regular business hours.