

**RULES AND REQUIREMENTS  
FOR USE OF PALO PINTO COUNTY COURTHOUSE/ANNEX OWNED PROPERTY  
AND LAWN**

*PALO PINTO COUNTY CONFERENCE ROOMS ARE NOT AVAILABLE FOR PUBLIC USE.  
GOVERNMENTAL ENTITIES MAY CONTACT THE COUNTY JUDGE OFFICE FOR  
AVAILABILITY.*

The following rules must be adhered to by the **Applicant and/or Sponsors** during the use of Palo Pinto County's properties and/or lawn.

1. The **Applicant and/or Sponsors** shall submit applications to the County Judge's office at least **eight (8) weeks** prior to an event. All required permits must be obtained from the host City by the Applicant and/or Sponsors, and a copy of each, if any, must be attached with your Event Application at the time of submission.
2. The **Applicant and/or Sponsors** shall be present during the event and, will be fully responsible for any damage to County property, for any personal injury caused by or occurring in the proximity as a result of the described activity, Palo Pinto County will not incur any liability or responsibility. To ensure this purpose is served, any person requesting to conduct an event on the County owned Grounds may be required to obtain, and provide a copy or proof of casualty and liability insurance naming the County as a beneficiary in an amount to be determined by the County Commissioners Court 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 County owned Grounds or the Courthouse.
3. Items such as, CONFETTI, POP ROCKS, SILLY STRING, PAINT BALL GUNS, or any other items that would leave a residue and/or stain on county property or lawn, cannot be used, sold, or given away during the event. **NO PAINT OF ANY KIND** is to be used on county property or lawns. The grounds shall be left clean and unharmed. (Including disposing of all trash accumulated).
4. Tarps or any other covers are **NOT** to be placed directly on the county lawn by vendors, nor can they be staked directly into the lawn; they can be weighed down **ONLY**.
5. No motorized vehicles can be driven on the county lawn, apart from motorized chairs used by persons with disabilities.

**THE APPROVAL PROCESS MAY TAKE AT LEAST SEVEN (7) BUSINESS WORKING DAYS. IF AN APPLICATION REQUIRES APPROVAL FROM THE COMMISSIONER'S COURT, IT MAY TAKE LONGER. FAILURE TO FILE A COMPLETED APPLICATION IN A TIMELY MANNER MAY RESULT IN DENIAL FOR YOUR EVENT.**

**Please return this application to:** County Judge's Office, at 520 Oak St. Palo Pinto, TX 76484 940-659-1253 option County Judge's Office or Email to [lauretta.poole@co.palo-pinto.tx.us](mailto:lauretta.poole@co.palo-pinto.tx.us)

**EVENT APPLICATION FOR PALO PINTO COUNTY COURTHOUSE/ANNEX  
OWNED PROPERTY AND USE OF LAWN (Please Print)**

APPLICANT NAME: \_\_\_\_\_  
PHYSICAL ADDRESS \_\_\_\_\_  
MAILING ADDRESS (if different) \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
TEL./CELL NUMBER \_\_\_\_\_ DL #/ I.D Card # \_\_\_\_\_

**NAME OF MAIN EVENT / SPONSOR** (Name of group, organization, or individual):  
\_\_\_\_\_

Estimated number of people to attend \_\_\_\_\_  
Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_: \_\_\_\_ AM/PM to \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_: \_\_\_\_ AM/PM  
(include setup and breakdown date and time)

**TYPE OF ACTIVITIES** (Description of event and activities)  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF ACTIVITY:** Courthouse / Annex or other County property \_\_\_\_\_  
*HAVE ALL THE REQUIRED PERMITS BEEN OBTAINED FROM THE CITY OF THE VENUE  
AND A COPY OF EACH HAS BEEN ATTACHED TO THE APPLICATION?* \_\_\_\_ YES \_\_\_\_ NO

**REQUEST FOR STREET CLOSURE:**

Will any street closures be required? \_\_\_\_ YES \_\_\_\_ NO. If yes, you will need to notify the city and follow all the requirements for street closure.

Please indicate which side of the building you will be utilizing.

____ North Parking lot	Courthouse or Annex address: _____
____ East Parking lot	Courthouse or Annex address: _____
____ West Parking lot	Courthouse or Annex address: _____
____ South Parking lot	Courthouse or Annex address: _____

**I, the undersigned applicant, hereby affirm that I am the person who is responsible for Event/Activity. I understand that any false or misleading statement in this application is grounds for denial of a permit, or if one has already been issued, grounds for its revocation. I also understand that I am responsible for compliance with all applicable laws and any other requirements set forth for the issuance of this permit.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**THIS SECTION IS TO BE FILLED OUT BY COUNTY JUDGE OFFICE**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

Reason Denied:

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\_\_\_\_\_  
Judge's Signature

\_\_\_\_\_  
Date