

NUMBER 5.3 Use of County Grounds and/or Buildings

It is the policy of the BOCC to grant permission to groups and organizations to use county-owned property as traditional public forums for scheduled events on a reservation basis. The Fairgrounds has additional requirements. Contact the Parks and Open Space Department to reserve this site.

Vehicular, bicycle or running/walking road races or parades on county roads are regulated separately by the Transportation Department.

A. Application

1. A person seeking a Permit shall request and file a signed Permit application from the BOCC Deputy. The BOCC Deputy will forward the application to the County Attorney, the Risk Management, and the Administrative Services Department for the purpose of notice and review for suggestions; however, the BOCC Deputy shall have the final approval authority for any Permit.
2. For a single, non-recurring event, an application for a Permit shall be filed with the BOCC Deputy at least ten (10) and not more than one hundred eighty (180) days before the Public Assembly is proposed to commence. The BOCC Deputy may waive the minimum ten (10) day filing period and accept an application filed within a shorter period if, after due consideration of the date, time, place, and nature of the Public Assembly, the anticipated number of participants, and the county services required in connection with the event, the BOCC Deputy determines that the waiver will not present a hazard to public safety. A Public Assembly cannot be approved for more than seven (7) consecutive days.
3. For public assemblies held on a regular or recurring basis at the same location, an application for a Permit covering all such assemblies during that calendar year may be filed with the BOCC Deputy at least sixty (60) and not more than one hundred eighty (180) days before the date and time at which the first such Public Assembly is proposed to commence. The BOCC Deputy may waive the minimum sixty (60) day period after due consideration of the factors specified in subsection (2) above.
4. Historic Events will take precedence if there is a conflict in location, date, and time between a recurring Public Assembly and such Historic Event. The BOCC Deputy may deny a Permit for a recurring Public Assembly if that event is monopolizing a particular location or time period which limits the access of other members of the public to the public spaces. The application for a Permit shall set forth the following information: the name, address and telephone number of the person seeking to conduct such Public Assembly and how the applicant or person in charge of the event may be contacted on the day of the event, including during the event.
5. Information for public assembly requests needed is as follows:

- a. The names, addresses and telephone numbers of the headquarters of the organization for which the Public Assembly is to be conducted, if any, and the authorized and responsible heads of the organization
- b. The requested date of the Public Assembly
- c. The approximate number of persons who will constitute such Public Assembly
- d. The hours when such Public Assembly will start and terminate;
- e. The location by street of any assembly areas for such Public Assembly
- f. The time at which organizers and/or participants of the
- g. Public Assembly will begin to assemble at any such area
- h. If the Public Assembly is designed to be held by, or on behalf of, any person other than the applicant, the applicant for such Permit shall identify the person or organization in charge of the event and provide contact information for said person/organization to the BOCC Deputy
- i. The type of Public Assembly, including a description of activities planned during the event
- j. A description of any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the Public Assembly
- k. The approximate number of participants (spectators are by definition not participants
- l. The approximate number of spectators
- m. A designation of any public facilities or equipment to be utilized and
- n. Any additional information that the BOCC Deputy finds reasonably necessary to a fair determination as to whether a Permit should be issued.
- o. A refundable deposit for cleanup and damages of \$50.00 (and for applicants who propose to use candles on the flagstone area in front of the Courthouse, \$100.00) shall be paid to the county by the applicant when the application is filed. If the costs of cleanup and/or repairing damages are less than the deposit amount, the balance will be refunded. If the costs are greater than the deposit, the applicant agrees to be responsible for the actual costs for cleanup and repairing damage.