

Historic Hamilton County Courthouse Building and Use Policy

Hamilton County Commissioners Court signed and approved a Grant of easement on April 14, 2010, thereby granting and conveying to “grantee (Texas Historical Commission) an interest and easement in open spaces values, of nature and character and the extent set forth in this Easement, to constitute servitude upon the Property running with the land, for the benefits of and enforceable by the Grantee, to have and to hold the said interest and easement to and limited by the provisions of this Easement, to and for Grantee’s proper uses”.

Scope of Texas Historical Commission’s Interest and Easement

- A. Without prior written consent of Texas Historical Commission, which shall not be? unreasonably withheld, Hamilton County shall not cause or permit and construction, alteration, remodeling, dismantling, destruction, or other activity that would adversely affect in any material way the appearance of the historic architectural integrity of the Property, except for routine maintenance.
- B. Grantor shall maintain and repair the property as required to ensure the historic architectural integrity of the Property is not permitted to deteriorate in any material way.
- C. The significant changes in use to the building that may affect how the public spaces are used and/or preserved must receive prior approval in writing from the Grantee.

The level of preservation addressed in said Easement will be considered the state of preservation achieved as outlined in the Scope of Work and any modifications which were approved during the restoration and construction.

Guidance

1. Office and Directional Signs

All signage, directories, room designators and directional signs shall be discreet and consistent with the restoration design and style. All signage shall be affixed and installed by the courthouse maintenance personnel who have been instructed in Texas Historical Guidelines.

Use of temporary signage hung on or taped to glass or other permanent fixtures within the courthouse is not allowed. Temporary signage may be free standing only. Additions, changes or modifications to existing signage shall be approved through the Commissioners Court to insure consistency with historical design and style.

2. Attachments

Pictures, displays, chair rails, picture rails, utensils or any other item which affixes, either temporary or permanent, to the courthouse structure shall be installed only with the approval of the Commissioners

Court, County Judge or courthouse maintenance personnel who have been instructed in Texas Historical Commission Guidelines.

No permanent anchorages, holes or other method of attachments shall be installed to the courthouse interior or exterior. All temporary methods of attachment shall be removed on the same day the temporary display is removed. All Temporary methods of attachment shall be removed in a manner causing no damage and leaving no residual fixture or material on the courthouse structure.

3. Windows

- a. Additions, either structurally or cosmetically to windows shall be approved only by Commissioners Court and written approval of Texas Historical Commission.
- b. Consideration should be given to courthouse historic window roll down/up shades to present a uniform appearance when viewed from the outside street level.

4. Signage and Notices

- a. Posting of legal notices shall be in an area designated by Commissioners Court and shall be monitored on a regular basis to remove clutter and outdated notices.
- b. Personal notices, community event(s) announcements, funeral announcements, etc. will not be displayed except in areas designated by the Commissioners Court.

5. Plants

- a. Plants shall have sufficient drainage trays placed underneath to prevent water damage to floor surfaces, window sills and plates.
- b. Plant tendrils or branches shall not be caused to allow attachment, either naturally or artificially, to any courthouse structure.

6. Floors and Walls

- a. To protect floors and extend the carpet and floor life, protective mats shall be under the rolling chairs in each office.
- b. Care shall be given when moving furniture and benches in hallways and offices of restored historic buildings to prevent scarring
- c. No tape, temporary, permanent or other markings shall be applied to walls or floors.
- d. Bumpers or other protective methods shall be attached to chairs or other furniture which repeatedly contacts wall to prevent gouging and marking. Assistance may be provided for these measures by the courthouse maintenance staff.

7. Storage

- a. The Commissioners Court recognizes the importance, both legally and as good stewards, of the need for proper county records management and storage. Records storage shall be designated by Commissioners Court and proper location assignments made.

- b. Office decorations, seasonal decorations, surplus equipment, salvage equipment and various miscellaneous items should not be placed into records storage areas.

c. Common areas (those areas not inclusive of what is considered office space) shall be repositories of records. Common areas are managed by courthouse maintenance staff and are not available for storage outside of the use for maintenance purposes.

8. District Courtroom

a. 220th District Court shall have scheduling preference over use of the main Courtroom.

b. The District Clerk shall be the primary contact point for scheduling of the Courtroom.

c. While the Courtroom may be scheduled for use by non-county functions, the county reserves the right to cancel said functions when use of the courtroom for official business is necessary or when meetings do not conform to county policy.

d. Final approval for use of courtroom for other than judicial purposes must be approved by Hamilton County Commissioners Court.

9. Use, both public and private, of the Historically Restored Hamilton County Courthouse for purposes other than official use will be regulated by the use of approved use form. (form included as attachment "A")

a. Requests to open the courthouse, after business hours, with access to bathrooms for events will be heard on an individual basis.

b. All or part of the deposit may be non-refundable to cover clean-up, janitorial supplies, damages, extra labor, labor, materials and utility expenses.

c. The Commissioner's Court may require a deposit for each individual use request.

d. Additional costs such as security personnel may be determined on an individual basis.

10. groups or individuals who desire authorization to use the courthouse or grounds during non-business hours shall complete a building use form and request Commissioners Court approval prior to such requested use of said controlled property (Form Attached).

11. Any group(s) or individual(s) who are approved to use the property may be required, at the sole discretion of the Commissioners Court, to give a deposit ranging from \$0-\$1,000.00 prior to use, and shall be charged for actual damages and/or clean-up costs associated with the use. Additionally the Commissioners Court may impose additional restrictions and regulations on the approved use, on a case by case base, with the primary focus of maintaining and protecting the historical structure.

12. Any group(s) or individual(s) who are approved by Commissioners Court for use of the property must agree to and will be provided a copy of the Historic Hamilton County Courthouse Building and Use Policy.

13. Common areas are defined as Commissioners Courtroom, Jury Room, Conference/Witness rooms, hallways, portico, lawn and parking lot.

14. Year-long or regularly scheduled meetings will not be booked for non-county functions as such scheduling restricts the county's ability in planning and scheduling its official duties.

15. Attendance at any meeting shall be limited by fire regulations.

16. No smoking inside courthouse proper.

17. All county property is drug and alcohol free.

18. No equipment belonging to an organization using a meeting room facility will be stored.

19. Any request change in the setup reserved room shall be included in the application prior to the event.

20. Organizations holding meetings assume the responsibility for any damage suffered to furniture, rooms and/or other areas which are used.

Courthouse Portico, Lawn and Parking Lot

1. Use of electrical outlets are prohibited unless specifically authorized by the Commissioners Court.
2. No displays or exhibitions are to be set into the grass surrounding the Courthouse.
3. No fasteners, staking or drilling on any concrete area, trees or plantings.
4. No permanent type markings on concrete, steps, landings, ramps or portico.
5. Hanging of banners or signs from County Courthouse is prohibited unless approved by the Commissioners Court and installed by courthouse maintenance personnel.
6. Entrances and sidewalks shall not be obstructed.
7. No political signs or advertisements will be displayed on historically restored areas.

Building and Use Request

I acknowledge my receipt of the Hamilton Count's Building and Use Policy regarding the Historically Restored Hamilton County Courthouse and accept responsibility for reading and familiarizing myself with the regulations. I agree to abide by and fully implement the regulations.

Authorized Signature

Date

RESERVATION REQUEST FOR USE HAMILTON HISTORICAL COURTHOUSE

FACILITY/ROOM/AREA: _____

NAME OF DEPT/ORGANIZATION: _____

DATE NEEDED: _____ TIME: _____

PERSON RESPONSIBLE-NAME, ADDRESS, PHONE: _____

SET-UP CHANGE REQUEST: _____

Signature of Applicant/Responsible Person

Date