

GRAYSON COUNTY BUILDING USE POLICY
Effective September 1, 2017

I. POLICY STATEMENT

Grayson County facilities are primarily used for official county functions by elected and appointed officials and staff. This policy is established to ensure its efficient use and to provide security from unauthorized intrusions.

- A. These facilities will be available for the best interest of the community, with the approval of the Commissioners Court. They can be used after hours by elected or appointed officials to support county functions and enhance the betterment of the citizens of Grayson County. Grayson County reserves the right to cancel any scheduled activity at any time that conflicts with the intended use of the facility or the business operation of Grayson County.
- B. Users shall comply with all the laws of the United States and the State of Texas. Grayson County will prosecute any and all violators to the fullest extent of the law.
- C. Users shall comply with all Grayson County rules, policies and regulations. Violations of the Building Use Policy will result in revocation of building use privileges.
- D. Certain county facilities are available for use by community organizations. Community organizations wishing to use county facilities will be required to pay a law enforcement security fee.
- E. Cleaning is the responsibility of person(s) using building. Should you fail to properly clean up the facility, your building use privileges will be revoked.
- F. When using the Grayson County Courthouse after hours, entry and exit will only be via the South door. This door cannot be left unsecured and/or unattended. Failure to follow this policy will result in loss of building use privileges. Accommodations for those citizens with special needs will be made through the County Judges office.
- G. County facilities are not available on county holidays and during normal business hours for non-county personnel without special permission from Commissioner's Court.
- H. Commercial soliciting, vending and displaying or distributing commercial advertisements must be approved in advance by the Commissioners Court.
- I. Panhandling or the collection of private debts is prohibited on county facility grounds.
- J. Smoking tobacco products is prohibited inside of and within 40 feet of county facilities. Possession or consumption of alcohol is prohibited inside Grayson County facilities.
- K. Nothing in this policy should be construed in such a manner as to limit any constitutional right of the public.

II. RESERVATIONS

- A. To make a reservation the following procedure must be adhered to:

1. The event organizer must contact the County Judge's Office at (903) 813-4228 at least 10 days in advance of the event to be placed on the Commissioner's Court consent agenda for approval of the event.
 2. Upon approval of the Commissioners Court, the reservations will be made by the County Judges Office.
 3. A photo ID is required when reserving the facility.
- B. Community organizations wishing to use county facilities will be required to pay a law enforcement security fee. The event organizer will be required to make a cash payment to the law enforcement officer at the beginning of the event. If payment is not made the event will be cancelled and all attendees will be required to vacate the building. There will be a two hour minimum for the law enforcement time at the rate of \$35 an hour. Additional time will be \$35 for all or part of an hour.

C. COUNTY FACILITIES

- A. Grayson County Courthouse
100 W. Houston
Sherman, Texas 75090
- All Courthouse facilities

Contact: Office of County Judge (903)813-4228

- B. Grayson County Justice Center
200 S. Crockett
Sherman, Texas 75090
- Grand Jury Room

Contact: District Attorney's Office (903) 813-4361

- C. Branch Office Building – Denison
101 W. Woodard St.
Denison, Texas 75021

Contact: Justice of the Peace Office (903) 465-0984

- D. South Grayson Government Center
101 S. W. Main St.
Van Alstyne, Texas 75495

Contact: Justice of the Peace Office (903) 482-6543

- E. West Grayson Government Center
509 N. Union
Whitesboro, TX 76273

Contact: Justice of the Peace Office (903) 564-3550