

ATTACHMENT 2
Marfa Courthouse Historical Preservation
PCFMPolicy2013

The County Courthouse building in Marfa will be maintained in a manner that preserves its historic designation in compliance with the Texas Historical Commission.

(i). **Courthouse Exterior**

- a. Use of electrical outlets are prohibited unless specifically authorized by the Commissioners Court.
- b. No displays or exhibitions are to be set into the grass area surrounding the Courthouse.
- c. No fasteners, staking or drilling on any concrete area, trees or plantings.
- d. No permanent type markings on concrete, steps, landings, ramps or portico.
- e. Hanging of banners or signs from county courthouse is prohibited unless approved by the Commissioners Court and installed by courthouse maintenance personnel.
- f. Entrances and sidewalks shall not be obstructed.
- g. No political signs or advertisements will be displayed on historically restored areas.

(ii). **No Interference of County Business.** Event sponsors should keep in mind that the County Courthouse and grounds are public and are used to conduct public business. Therefore, no event may:

- a. interfere with the regular use of the County Courthouse, Grounds or Site for transaction of County business;
- b. obstruct entrances or interrupt traffic flow through the building, grounds or site; or,
- c. obstruct the view of or access to firefighting equipment, fire alarm station pulls, fire hydrants or ADA accessibility to the grounds site or Courthouse entries;

(iii). **Office and Directional Signs.** All signage, directories, room designations and directional signs shall be discreet and consistent with the restoration design and style. 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.

(iv). **Attachments.** Pictures, displays, chair rails, picture rails, utensils or any other item which affixes, either temporary or permanent, to any 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. 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.

(v). **Windows.** Additions, either structurally or cosmetically to windows shall be approved only by Commissioners Court and written approval of Texas Historical Commission. Consideration should be given to courthouse historic window roll

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down/up shades to present a uniform appearance when viewed from the outside street level.

- (vi). **Signage and Notices.** 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. Personal notices, community event(s) announcements, funeral announcements, etc. will not be displayed except in areas designated by the Commissioners Court.
- (vii). **Plants.** Plants shall have sufficient drainage trays placed underneath to prevent water damage to floor surfaces, window sills and plates. Plant tendrils or branches shall not be caused to allow attachment, either naturally or artificially, to any courthouse structure.
- (viii). **Floors and Walls.** To protect floors and extend the carpet and floor life, protective mats shall be under the rolling chairs in each office. Care shall be given when moving furniture and benches in hallways and offices of restored historic buildings to prevent scarring. Bumpers or other protective methods should be attached to chairs or other furniture which repeatedly contacts wall to prevent gouging and marking.
- (ix). **Storage.** 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. Office decorations, seasonal decorations, surplus equipment, salvage equipment and various miscellaneous items should not be placed into records storage areas. Common areas (those areas not inclusive of what is considered office space) shall not 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.
- (x). **Main Courtrooms.** District Court shall have first scheduling preference over use of the Main Courtrooms including the Main Courtroom, Judge's Chamber, Conference Room, and Jury Room. County Court shall have second scheduling preference, followed by Justice of the Peace Court Precinct 1. The County/District Clerk shall be the primary contact point for scheduling of the Main Courtrooms. While the Main Courtrooms may be scheduled for use by non-county functions, the county reserves the right to cancel any non-county functions when use of the courtroom for official business is necessary or when meetings do not conform to county policy.
- (xi). **Other Meeting Rooms.** The FM assigned maintenance responsibility for the Marfa Courthouse shall have the overall responsibility for reservations, interior/exterior

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locations and meeting room use in those common areas other than the Main Courtroom.

- (xii). **Public Use Request.** Groups or individuals who desire authorization to use the courthouse or grounds shall complete a Marfa Courthouse Public Use Request Form for approval by Facilities Manager.
- a. **Deposit.** Any group(s) or individual(s) who are approved to use the property may be required, at the sole discretion of the Commissioner's Court, to give a deposit ranging from \$0-1,000 prior to use, and shall be charged for actual damages and/or clean-up costs associated with the use. The Commissioner's Court may impose additional restrictions and regulations for approved use on a case by case basis, with the primary focus of maintaining and protecting the historical structure.
 - b. **Agreement to Policy.** 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 this Policy.
 - c. **Common Areas** are defined as hallways, elevator, bath rooms, 4th floor, cupola, and lawn.
 - d. **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.
 - e. **limited Attendance.** Attendance at any meeting shall be limited by fire and safety regulation.
 - f. **No smoking** inside courthouse proper.
 - g. **Equipment Approval.** Electrical equipment, sound equipment, chairs, podiums, tents, stages or other equipment required for the event, including plans for the supply and use of electricity during the event, must be inspected and approved by the FM, but furnished and installed by the requesting party. Items not approved by FM may not be used.
 - h. **Setup Change Request.** Any requested change in the setup of the reserved room shall be included in the application prior to the event.
 - i. **It is the responsibility** of all requesting parties to obtain necessary permission from the City of Marfa and TX DOT to block off any streets for their grounds and

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site usage.

- j. **The usage of portable restrooms** is the sole responsibility of the requesting party. Staging for these portable restrooms will only be allowed at the street side of the curb. It is the responsibility of the requesting parties to ensure that all portable restrooms are kept clean and sanitized.
- k. **The usage of dumpsters** is the sole responsibility of the requesting party. Staging for these dumpsters will only be allowed at the street side of the curb. It is the responsibility of the requesting parties to ensure that all dumpster areas are kept clean and sanitized.
- l. **Probing or excavation**, including the use of metal detectors, on the Grounds and Site is prohibited at all times.
- m. **Neither the County nor its officials, employees or agents are liable for any injury** which may occur to any person during any event on the Courthouse Grounds or Site. To ensure this purpose is served, any person requesting to conduct an event on the Courthouse Grounds may be required to execute an indemnity agreement holding the County harmless from any claims arising from the requested event and agreeing to defend and indemnify the County with respect to any such claim.
- n. **Security requirements** are the responsibility of the organizers, and must be approved by the County Sheriff Department prior to the event.
- o. **The organizers** 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. To ensure this purpose is served, any person requesting to conduct an event on the Courthouse 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 Courthouse Grounds or the Courthouse.
- p. **Upon completion** of the event, organizers will be held responsible for the clean-up of the entire Grounds/Site. Any deposit will be refunded following inspection of the area to determine that the area has been adequately cleaned. The organizer(s) may be present at this inspection by contacting the office of FM.