



January 4, 2012  
DATE (Month, Day, Year)

## Hamilton County Board of Commissioners RESOLUTION

No. 112-13

**A RESOLUTION SETTING AND ESTABLISHING RULES AND REGULATIONS FOR  
USE OF HAMILTON COUNTY OWNED GROUNDS AND FACILITIES BY THE  
GENERAL PUBLIC.**

**WHEREAS,** it is necessary to provide for the orderly use of facilities owned by,  
or under the control of, Hamilton County; and

**WHEREAS,** it is necessary to provide for the protection of said facilities and  
grounds and for the safety of the public using said facilities.

**NOW, THEREFORE, BE IT RESOLVED BY THIS COUNTY LEGISLATIVE BODY IN  
SESSION ASSEMBLED:**

That the attached Rules and Regulations are hereby established in order to insure  
and promote the safe and orderly use of all Hamilton County owned properties by  
the general public.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM  
AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT.**

Approved: ☒

CERTIFICATION OF ACTION

Rejected: ☐

W. D. Knowler  
County Clerk

Approved: ☒

J. M. Coppuzi  
County Mayor

Vetoed: ☐

January 4, 2012  
Date



# **RULES AND REGULATIONS FOR THE PUBLIC'S USE OF HAMILTON COUNTY PROPETIES AND GROUNDS**

## **POLICY STATEMENT**

All property owned by Hamilton County, Tennessee (herein "County"), is dedicated for the public good and usage, and to that end shall not be used by any to the exclusion of others. These Rules and Regulations are hereby adopted in order to facilitate the orderly and peaceful enjoyment of said public property without interfering with the orderly operation of Hamilton County Government and the public access thereto. Any person or organization desiring to solicit contributions, distribute literature, demonstrate, picket, protest, display signs or engage in speech making on County property in the exercise of constitutional freedoms, shall be protected in such activities in accordance with the rules and regulations hereinafter provided.

## **PERMITTING PROCEDURES**

The scheduling and reservation of any activities on or about the exterior of the Hamilton County Courthouse, the Hamilton County Justice Building, and the City-County Courts Building shall be coordinated through the County Mayor's Office with notification being furnished to the Office of the Hamilton County Board of Commissioners and the Sheriff's Department. Activities to be held on all other Hamilton County properties shall be scheduled and reserved through the Hamilton County Parks and Recreation Department, with said Department providing notice of each approved and scheduled activity to the offices of the County Mayor, County Commission, and Hamilton County Sheriff.

Only non-profit, charitable, political, or religious organizations are permitted to solicit funds on County properties.

All permitted activities shall be restricted to the public areas of County buildings and premises.

No activities which constitute harassment or intimidation or restrict the flow of pedestrian and/or vehicular traffic shall be allowed at or near County buildings and premises.

Any and all events held within County owned buildings and structures shall only be for official business purposes.

The sponsor(s) of all activities desired to be held on County properties shall request from either the Office of the County Mayor or the Director of the County's Parks and Recreation Department a permit to hold said event no later than seven (7) days in advance of the planned activity. The designated County representative receiving the request shall have at least three (3) days in which to issue a permit to the sponsor, or furnish the sponsor a written statement indicating why the issuance of the permit will be delayed or why the permit is denied. Said County representative may waive the seven (7) day advance application requirement in cases where the proposed activity is to be conducted on a temporary basis where it is found that such delay will substantially interfere with the purpose to which the exercise of such activities is directed. Said County representative shall exercise no judgment regarding the purpose or content of the proposed activity and shall exercise no discretion over the issuance of a permit, except as provided in these rules and regulations.

The sponsor(s) of each and every activity sought to be held on County property(ies) shall furnish to the appropriate scheduling office documentation detailing the following information:

- the name of the sponsoring organization, association, or individual(s);
- the principal address of the sponsor;
- the name, title, address, and telephone number of the chief administrative officer, or principle individual(s) of the sponsor;
- the name of the activity requested to be held along with the nature and/or purpose of the activity;
- the location, date, time, and duration of the sponsored activity;
- the projected number of attendees to the sponsored activity;
- any special accommodations, equipment, or staging required for the sponsored activity;
- the sponsor's agreement to pay for any extra security required, County-furnished utilities, and the cleaning up of the grounds/facility used during the approved activity; and
- an executed agreement indemnifying and holding harmless Hamilton County, its officials, employees, and agents from and all claims for property damage and loss, and personal injury or death associated with the sponsor's activities associated with the approved activity.

Hamilton County has been declared as a smoke-free environment, and to that end there shall be no smoking, or other use of tobacco products, on or about County-owned properties during approved activities.

Except as may be approved by the appropriate County official/employee for the benefit of handicapped and elderly attendees at the approved activity, there shall be no tables, chairs, grills, open fires, or other apparatus placed on the lawn of the designated site during the sponsored activity. All signs on County property announcing and/or advertising the sponsored event shall be posted in an approved manner and in locations as shall be communicated to the sponsor.

All parking on County-owned property for the participants and/or attendees during the approved activity shall be within areas designated by the County and allow for proper ingress and egress.

As to any activity held on or around the Courthouse or City-County Courts Building, no activity shall be allowed that in any way may disrupt or otherwise interfere with the proceedings of the courts in session or other County offices located within the Courthouse during the time of the sponsored activity.

Except as to activity being held on County-owned properties designated as campsites, there shall be no tents or other temporary housing structures erected, assembled, or otherwise constructed on County properties to accommodate overnight sleeping. In the event the approved activity requires the extended use or occupancy of any non-designated campsite the County, in its sole discretion, may require the sponsor to provide for approved portable toilets and/or food serving facilities.