

Application for use of T.B. Butler Square

All applications must be submitted to Commissioners Court staff at least two weeks before event date. All applications must be approved before being scheduled. Please submit application via email to Smith County Public Information Officer Casey Murphy at cmurphy@smith-county.com or fax to 903-590-4615.

NOTE: Smith County can only provide reservations for the space within the boundaries of the Square. For information on closing sidewalks, parking spaces, street or barricades please contact the City of Tyler Police Department at 903-531-1090. For all events involving food service, please contact the North East Texas Public Health District at 903-535-0037 for regulations and requirements.

Separate Application Required For Each Event Date

No Automatically Reoccurring Events

Date of Submission:	
Name of Event:	
Name of Organization Planning Event:	
Address of Organization:	
Contact Person for Event:	
Phone Number/Email:	
Event Date:	
Time Event Starts: (Include Set Up)	
Time Event Ends: (Include Clean Up)	
Estimated Number of People in Attendance:	

Description of Event: (please include whether your event will need water and/or electricity).

NOTE: Available electrical outlets are limited to standard 110v outlets located in the flower beds throughout the square. Any other electrical needs will not be provided by Smith County.

Reservation Procedures and General Policies:

- a) Reservations for use of the public square will be reviewed on a first come – first served basis.
- b) No single group or individual will be given preference or priority so that the square is made available to serve the needs of as many different groups as possible. Equal access shall be given to all groups and individuals applying, and no group or individual shall be denied access because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by an individual or group, or by any group’s members.
- c) The frequency with which one group may utilize the square is at the discretion of the County.
- d) The County retains the right to refuse requests for use space or to cancel reservations before or while they are in effect if these policies are not complied with, or if the space requested is needed for governmental functions.
- e) Reservations are not accepted more than 1 year in advance of the scheduled event.
- f) Permission to use the square shall not, in any way, constitute an endorsement of the group or individual, or their policies and activities.
- g) Smith County retains the right to amend the requirements and policies for use of the Square at any time, or by any group.
- h) Applicant shall agree to hold the County harmless and indemnify the County against any and all claims or liability for any loss, damage, or injury arising out of or relating to applicant’s use of the Square.

I, _____, have read the Reservation Procedures and General Policies and agree to comply with the regulations set forth by the County of Smith, Texas.

Signature of applicant

For County Use Only:

Other events scheduled on date of event: YES / NO

If so, what events are scheduled?

1.) _____

2.) _____

Approved

Denied