

UNITED STATES COURTHOUSE FOR THE DISTRICT OF UTAH

POLICY GOVERNING USE OF PUBLIC AND COURT SPACES

The Orrin G. Hatch United States Courthouse for the District of Utah is a public building owned and operated by the General Services Administration (GSA) primarily for agencies of the judicial branch of government who lease space in the building. The principal tenants are the United States District Court and United States Probation. The building areas leased by these tenants are open to the public during regular business hours Monday through Friday (7:30 AM to 5:00 PM), excluding federal holidays. Access to designated non-public areas of the building is restricted to employees and other authorized persons. Access to other leased areas is not governed by this policy.

1. Purpose and Scope: Use of the public spaces in the Orrin G. Hatch United States Courthouse for the District of Utah, by tenants and the public, may not disrupt the operation of the building, interfere with functioning of the courts or otherwise obstruct the performance of judicial business. This policy shall govern the use of public spaces in the courthouse to ensure that activities are compatible with the primary function of the courts.
2. Authority to Approve Requests: Use of public spaces in the Orrin G. Hatch United States Courthouse for the District of Utah is supervised by the Clerk of Court in consultation with the Chief Judge. Request will be approved in writing.
3. Criteria for Approval: The Clerk shall evaluate each request for use of the public space based upon such factors as the purpose of the activity; the expected size of the group; the date, time and duration of the requested use; the extent to which the requested use is likely to create a need for additional security measures; whether the requested use is sponsored by an authorized representative of the building tenant; and whether the event plans included catered food and beverages being brought into the Courthouse. The Clerk may in her discretion consider any additional factors deemed relevant to the preservation of decorum, security and safety for all persons having official business in the United States Courthouse. Preference will be given to requests that encourage public use of the accessible areas of the Courthouse for cultural and educational activities as defined in the Public Buildings Cooperative Use Act of 1976 (40 U.S.C. § 612a).
4. Prohibited Uses: Prohibited uses of public spaces include, but are not limited to, the following:
 - a. Wedding receptions, birthday parties and other events of a personal nature.
 - b. Political events.
 - c. Events of a religious nature.
 - d. Commercial activities by an individual, organization or business enterprise designed to promote, sell, or advertise the sale of products or services for a profit (excluding spaces leased to tenants for those purposes).
 - e. Use of any secured portions of the building is strictly prohibited.
5. Conditions of Use:

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- a. Courtrooms: Judges who wish to allow use of their courtrooms for cultural and educational activities shall inform the Clerk of Court who will coordinate such use with GSA and security resources.
 - b. Requests for other court space, such as jury assembly rooms and training rooms, will be made in writing to the Clerk of Court. No requests for access to private court space, such as chambers, by persons not accompanied by court staff using that space, will be honored.
 - c. All persons and organizations desiring to use court space will be charged by GSA for direct expenses related to building services including security guards, cleaning mechanical systems usage, and support services as required.
6. Procedures: Requests for public spaces shall be submitted on an application form obtained from the Building Use Coordinator and submitted to the court at least **four weeks** in advance prior to the proposed date of an event. Incomplete applications will **not** be considered. The requesting party will be notified of the Clerk's decision not less than two weeks prior to the proposed date of the event. In the discretion of the committee, special conditions and restrictions may be imposed for an approved event, such as prepayment of costs for extra utilities, cleaning, and security attributable to the event.
7. Cancellation of Approval: The Court reserves the right to cancel use of the public space due to a competing need for the space by a building tenant, building closure due to weather, other unanticipated circumstances or in the event of a security emergency. No compensation or damages shall be paid to any person or group whose approval to use public space is canceled.
8. Additional Conditions:
 - a. Any changes to the application require **immediate** notification to the Building Use Coordinator.
 - b. Users are responsible for set-up, tear-down, and cleaning of the space.
 - c. Notification of the need for AV equipment must be note on the application. Please note that Court IT staff is not to be utilized without prior permission of the Clerk. Limited technical assistance is available. Users are not to attempt to operate the wall panel designated for screen, microphones, and projectors.
 - d. Evening events must end by 7:00 PM
 - e. If event includes catered beverages and food utensils, plates, cups, and napkins must be disposable. Proposed intended use of alcohol involves other procedures and prior approval.

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APPLICATION FOR FACILITY USE

The Clerk of Court in consultation with the Chief Judge must approve all use of public spaces in the Courthouse. It must be understood that there may be a fee charged for the use of the public spaces.

Use of the public spaces may not disrupt the operation of the building or interfere with the conduct of judicial business. All use of the public spaces, either by building tenants or other parties or groups, must be compatible with the primary function of the courts.

All participants are subject to security screening and should have picture identification. **Food service personnel are subject to background checks.**

Applications for building use should be submitted at least four weeks before the planned date of the activity.

Sponsoring Organization: _____

Contact Information: _____

Name: _____

Email Address: _____

Address: _____

Telephone: _____

Title & Type of Program: _____

Date & Time Requested: _____

Hours of Use: _____

Number of Participants: _____

Space Requested: _____ Atrium (Lobby)
_____ Jury Assembly Room
_____ 2nd Floor Conference Room
_____ 6th Floor Conference Suite
_____ Courtroom(s)

If requesting use of a courtroom, please provide further information about the nature of activity:

Food and/or Drink: Provide detail of any refreshments which you intend to serve during the activity including the name of the caterer and how many tables required (user to set up). NOTE: service of alcoholic beverages requires additional

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permission by the General Services Administration (GSA) including a **licensed bartender**.

Are you charging a fee for attendance? _____

Will a member of the Court or Clerk's Office staff be present during the program?

Will you require use of court AV equipment or have IT needs? (Note: equipment is limited and subject to approval). Please provide details:

I have read and understand the above stated policies regarding use of public space in the Courthouse and agree to the conditions set forth.

Signature: _____ Date: _____

Applications should be sent to:

Gary P. Serdar, Acting Clerk of Court
Orrin G. Hatch United States District Court
District of Utah
351 South West Temple
Salt Lake City, UT 84101

or email to:

utah_jury@utd.uscourts.gov