

Policy and Guidelines for Use of the E. Barrett Prettyman Courthouse and the William B. Bryant Annex by Outside Groups

(Approved February 3, 2015)

Policies of the Judicial Council of the D.C. Circuit and related procedures approved by the courts govern the use of courthouse facilities by outside users.

Court Sponsor – Outside groups that would like to use courthouse facilities must be sponsored by a judge, the Circuit Executive, the USCA Clerk of Court, the USDC/USBC Clerk of Court, or the Chief Probation Officer.

Appropriate Use – Public spaces (e.g., atrium, cafeteria, and public corridors) may not be used for political, business, publicity, or personal purposes. Use by law schools is restricted to trial or appellate practice courts (e.g., moot courts) that require courtroom settings. Legal seminars or practice institutes by and for the practicing bar are limited to those in which judicial branch personnel participate for instructional purposes or that require a courtroom setting.

Terms of Use – The terms outlined below are intended to avoid conflicts with the business of the courts, minimize ad hoc decision making, avoid unfairness, and comply with security policies. Failure to comply with the rules will be considered sufficient grounds for refusal of further use of the facilities. The courts reserve the right to refuse the use of the facilities and the right to cancel a function at any time, even if the event is in progress, should the outside group, guest, employee, or agent of the applicant violate any of the terms of this agreement.

1. No use of the facilities will be permitted if it would materially affect the normal operation of the courts. At any time, there may be unavoidable noise or other disruptions from scheduled or emergency activities (e.g., construction, maintenance, and cleaning).
2. No use will be permitted if the activity would cause undue wear and tear on the facilities or equipment. If an event causes any damage to the facilities or equipment, the outside group will be required to pay for the repair or replacement.
3. A cleaning fee will be assessed to the outside group. The cleaning fee must be paid directly to Melwood, the courts' cleaning contractor.
4. If an event requires heating or cooling the facility after 6:00 p.m. Monday through Friday or on weekends or holidays, the outside group must pay a fee directly to the General Services Administration (GSA) for overtime utilities.
5. An outside group may reserve up to four courtrooms at one time for an event. The outside group may not alter the condition or furniture layout of the courtrooms. The outside group may not move, adjust, or otherwise tamper with electronic equipment, including lecterns, located in the courtrooms.

6. Events in the cafeteria dining room may begin as early as 3:00 p.m. and must conclude no later than 10:00 p.m. (including set up and clean up). The tables and chairs must be returned to their original positions.
7. Events in the atrium may begin as early as 2:00 p.m. and must conclude no later than 10:00 p.m. (including set up and clean up). The benches must be returned to their original positions.
8. Outside groups that require food or beverages (including bottled water) for their events must have catering provided by the Corporate Chefs, Inc. (the food service contractor that manages the courthouse cafeteria) or an outside caterer approved by the courts.
 - a. To use Corporate Chefs, Inc., the outside group must contact the vendor directly.
 - b. To use an outside caterer, the outside group must advise the Assistant to the Administrative Assistant to the Chief District Judge at least 15 days in advance of the event to initiate the security clearance process for catering staff. The outside group must provide a list of catering staff who will be working on the event. The list must include the name, date of birth, and social security number for all staff and the make, model, year, and license plate number for all delivery vehicles. The outside group must provide this information at least 7 days before the event. Catering staff will not be permitted to enter the courthouse if this information is not submitted to the courts at least 7 days before the event.
9. Alcoholic beverages are prohibited unless approval is granted in advance.
10. All facilities and equipment must be returned to their original locations in their original condition.
11. Parking will not be provided to event staff or event guests.
12. Outside groups are not permitted to tape or hang signs on doors or walls of the courthouse and annex. If signs are necessary, the outside group must advise Assistant to the Administrative Assistant to the Chief District Judge who will provide sign holders.
13. Except as otherwise provided, the use of any device that has the capability to photograph, record, or videotape is prohibited. The use of such devices is permissible within a judge's chambers and courtroom at the discretion of the judge. Videotaping, recording, or photographing educational programs, special events, and parole hearings may be permitted with prior approval of the chief judge or court

executive of the sponsoring court and under such conditions as he or she may prescribe. Court executives include the Circuit Executive, USCA Clerk of Court, USDC/USBC Clerk of Court, and the Chief Probation Officer. Acting at the direction of the chief judge of the sponsoring court, special assistants to the chief judges are also authorized to approve these requests.

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