FILED
U.S. DISTRICT COURT
CEDAR RAPIDS HDQTRS OFFICE
NORTHERN DISTRICT OF IOWA

AUG 30 2005

By: _____
DEPUTY

IN THE UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA

IN RE	No. **05-AO-0007-P**
POLICY GOVERNING USE OF PUBLIC SPACES	**ADMINISTRATIVE ORDER**

United States Courthouses are public buildings owned and operated by the General Services Administration and governed by policies of the U.S. Courts. In the Northern District of Iowa, the principal tenants of these buildings are the United States District Court, the United States Bankruptcy Court for the Northern District of Iowa, and their allied agencies. The buildings housing these Courts are open to the public during regular business hours Monday through Friday, excluding federal holidays. Access to designated non-public areas of the building is restricted to Judicial Officers, employees and other authorized persons.

1. Purpose and Scope: Use of the spaces in the United States Courthouse, 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 by building tenants and other persons or groups, in a manner consistent with law, to insure that activities are compatible with the primary function of the Courts.

2. Authority to Approve Requests: Use of the public spaces in United States Courthouses is supervised by a court unit executive committee consisting of the Clerk of Court for the United States District Court and the Chief Probation Officer for the Northern District of Iowa. Recommendations from the court unit committee regarding requests to use public space will be forwarded for approval or disapproval by the resident District Judge, Chief District Judge, or resident Senior District Judge, as appropriate.

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3. Criteria for Approval: The court unit executive committee shall evaluate each request for use of the public space based upon such factors as 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 a building tenant; and whether the event plans include catered food and beverages being brought into the courthouse. The committee may in its 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 the 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; events of a religious nature;

c. 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);

d. Any event or activity sponsored or promoted by a group or individual who practices or professes discrimination based upon race, color, creed, sex, age, national origin or condition of physical disability.

5. Procedures: Requests for use of public spaces shall be submitted in a detailed letter to the Clerk of Court at least four weeks prior to the proposed date of an event. Incomplete letters or letters lacking required information will not be considered. The requesting party will be notified of the Court's decision not less than two weeks prior to the proposed date of the event. In the discretion of the Court, 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. The decision of the Court in these matters will be final.

6. Cancellation of Approval: The Court will instruct the unit executive committee as needed regarding cancellation of planned events in the public space due to a competing need for that 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.

DONE AND ORDERED this 30th day of August, 2005.

Mark W. Bennett
Chief U.S. District Judge
UNITED STATES DISTRICT COURT

Linda R. Reade
U.S. District Judge
UNITED STATES DISTRICT COURT

John A. Jarvey
Chief U.S. Magistrate Judge
UNITED STATES DISTRICT COURT

Paul A. Zoss
U.S. Magistrate Judge
UNITED STATES DISTRICT COURT