

POLICY ON USE OF JUDICIAL BRANCH FACILITIES

POLICY

Use of courthouses or other judicial facilities for governmental or educational purposes other than the adjudication of cases returnable to State courts or for court supportive services outside of normal hours of court operation may be authorized by the Chief Court Administrator. The use of courthouses or other Judicial facilities for private, commercial or for-profit purposes is not permitted.

GENERAL INFORMATION

Governmental or educational institutions and organizations if granted written permission, may utilize Judicial facilities outside the normal hours of court operation only if such agencies institutions, organizations or parties agree to pay for the building operations and security expenses incurred by the Judicial Branch as a result of their event. Additional fees for expenses incurred, such as the prorated share of utility costs, may also be assessed and payable at the discretion of the Chief Court Administrator.

PROCEDURES

The agency, organization, institution, etc., requesting use of a judicial facility for non-Judicial Branch activities should write to the administrative judge for the judicial district where the event is to take place. The Administrative Judge should forward such request in writing to the Chief Court Administrator for review and approval. For events that are to occur in more than one judicial district or in an administrative facility, the requesting party should forward the request directly to the Chief Court Administrator, with copies sent to each appropriate administrative judge. A memorandum of agreement between the requesting party and the Judicial Branch is required for any approved use and shall specify the activity(ies) that shall take place (including at a minimum, time, place and duration), proof of insurance in an amount to be specified by the branch, a written statement holding the Judicial Branch harmless for injury or damage incurred during or as a consequence of the event, and any other conditions or requirements that the branch deems appropriate.