

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA**

POLICY REGARDING PUBLIC REQUESTS TO USE DISTRICT COURT FACILITIES

This “Policy Regarding Public Requests to Use District Court Facilities” (“Policy”) sets forth the policy of the United States District Court for the Central District of California (“District Court”) regarding requests received from members of the public (that is, anyone other than an employee of the District Court) to use space in the following buildings (the “Courthouses”):

United States Courthouse
312 North Spring Street
Los Angeles, California 90012

United States Courthouse
350 West 1st Street
Los Angeles, California 90012

Edward R. Roybal Federal Building and United States Courthouse
255 East Temple Street
Los Angeles, California 90012

George E. Brown, Jr. Federal Building and United States Courthouse
3470 Twelfth Street
Riverside, California 92501

Ronald Reagan Federal Building and United States Courthouse
411 West Fourth Street
Santa Ana, California 92701

I. SCOPE OF POLICY

Available space in the Courthouses falls within one of the following three categories: (1) space controlled by the District Court, including, but not limited to, courtrooms, chambers, jury deliberation rooms, witness and attorney conference rooms, court conference rooms, and jury assembly rooms (“Court Facilities”); (2) space controlled by other agencies or court units, including the Bankruptcy Court, the United States Probation Office, and the United States Pretrial Services Office (for purposes of this policy, “Non-Court Facilities”); and (3) public areas such as hallways and lobbies (“Public Space”). The process for seeking approval to use each of these types of space is set forth below.

A. Public Space

The George E. Brown, Jr. Federal Building and United States Courthouse in Riverside (“Riverside Courthouse”) is owned by the County of Riverside. The use of Public Space in the Riverside Courthouse is therefore subject to the control of the County of Riverside. To request the use of Public Space in the Riverside Courthouse, complete the County of Riverside’s

“Application Form For Use Of County Owned Facilities.” Submit the completed form to the designated Point of Contact (“POC”) for the Riverside Courthouse, as set forth in Section II, below. The POC will contact the appropriate Riverside County personnel.

The use of Public Space in the other Courthouses is subject to the control of the General Services Administration (“GSA”). To request the use of Public Space in one of these Courthouses, complete the appropriate application form (Form GSA 1583 for federal agencies requesting space, or Form GSA 3453 for others requesting space), and submit the completed form to the designated Point of Contact for the Courthouse in which space is to be requested, as set forth in Section II, below. The POC will contact the appropriate GSA personnel.

B. Non-Court Facilities

The use of Non-Court Facilities is subject to any policy or procedure the controlling agency or court unit may impose. Please contact that agency or unit directly for additional information.

C. Court Facilities

Court Facilities are reserved in the first instance for: (1) the conduct of regular court business and (2) properly designated “Official Court Functions,” which are those that the chief judge has determined in writing are necessary to carry out the mission of the judiciary.

To the extent space remains available, federal government agencies, other courts, law schools, and bar associations may request the use of such space for “Unofficial Events.” Requests by other organizations or entities will not be considered. “Unofficial Events” are those that are not necessary to carry out the mission of the judiciary, including: (1) receptions and other social events that have no relationship to the District Court’s official business, even if a federal judge or judiciary employee is hosting, sponsoring, or attending the event; and (2) bench and bar association meetings, and other events of legal organizations or entities using Court Facilities, even if a federal judge or judiciary employee, either as a federal jurist or as an association member, is attending. For example, routine meetings or activities of Inns of Court, law student visits, bar association board meetings, state court programs, law school moot court competitions, and community outreach or educational events sponsored by an individual judge would all be considered Unofficial Events.

To request the use of Court Facilities for an Unofficial Event, the requesting party must follow the procedures in Section III, below. The District Court has delegated administration of this policy to the Clerk of Court. The Clerk reserves the right to refuse any request to use Court Facilities for Unofficial Events.

The organizer of an Unofficial Event may charge participants attending the Event only an amount sufficient to offset the cost of the Event. Participants may not be charged more for attending an Event than what is necessary to cover the estimated costs.

Note that use of a particular courtroom requires the permission of the judge(s) normally assigned to that courtroom, and any reservation of courtroom space is always subject to cancellation if the

conduct of regular court business so requires, or if the space becomes inaccessible for reasons of security or building maintenance.

II. POINT OF CONTACT

Provided below is contact information for the designated “Point of Contact” or “POC” for each of the Courthouses. All questions regarding the use of Court Facilities or Public Space in one of the Courthouses, and all requests to reserve such space, should be directed to the POC for the Courthouse in which space is being requested.

- for any Courthouse in Los Angeles: contact S&FHelpDesk_CACD@cacd.uscourts.gov or (213) 894-1400
- for the Riverside Courthouse: contact IT-RS@cacd.uscourts.gov or (951) 328-4475
- for the Santa Ana Courthouse: contact IT-SA@cacd.uscourts.gov or (714) 338-4760

III. REQUESTING USE OF COURT FACILITIES

To request the use of Court Facilities for an Unofficial Event, an interested party must first arrange for a judicial officer to serve as the “Sponsor” of the event. All space reserved will be reserved in the name of the Sponsor, and either the Sponsor or the Sponsor’s designee (who must be a Court employee) must be onsite at all times during the event, including during set up, clean up, and delivery and retrieval of any catered refreshments.

If the Event will require the use of one or more courtrooms, the requesting party must obtain permission directly from every judge whose courtroom the requesting party would like to use. Requests to use a judge’s courtroom may be submitted through the judge’s courtroom deputy clerk.

Once a requesting party has obtained a Sponsor and permission to use any necessary courtrooms, that party must complete Form G-58 and return it to the designated POC. The POC will respond to a request within one week of receiving a completed G-58.

Requesting parties should also be aware of the following:

1. To reserve the use of Court Facilities or Public Space outside normal court hours (7:00 a.m. to 5:00 p.m. Monday to Friday), special arrangements must be made with the POC in advance, as set forth in Section VII, below. As explained in that section, the requesting party will be required to pay for charges associated with overtime use. Failure to request the use of space sufficiently in advance for these arrangements to be made will be grounds for denial of a request.
2. If use of any Public Space is required in addition to the use of Court Facilities, the appropriate form must be completed and submitted with the G-58 (see Section I.C., above). Once use of Public Space has been approved, the Sponsor (or designee) is responsible for posting signage and coordinating set up and breakdown, as permitted by GSA or the County of Riverside.
3. No furniture or equipment located within Court Facilities or Public Space may be moved or rearranged without prior authorization. If an Event will require that *any* changes be made to the

placement of furniture or equipment, the requesting party must so inform the POC at least two weeks in advance of the event. If set up will require professional assistance (for moving furniture, setting up seating, furnishing tables for food service, etc.), the requesting party will be provided with an estimate for the cost of those services.

4. All space used must be restored to its original condition. If any reserved space is not left in the condition as originally found, the District Court may be unable to fulfill the Sponsor's or requesting party's next request. In addition, the organization that reserved the space may be held liable for any damage.
5. All reservations are subject to cancellation if a District Court judicial officer declares a need to use the reserved space, or if the space becomes inaccessible for reasons of security or building maintenance.

IV. CATERING

In certain Courthouses, catering services may be available from an onsite vendor. If catering services are needed for an event, the requesting party should ask the POC if an onsite vendor is available. If no onsite vendor is available, or use of an outside vendor for catering services is preferred, the vendor information (vendor name, driver's name, vehicle information, cellular number) is required two days in advance of the delivery date. This information must be provided to the POC by email and will be distributed to security personnel.

V. PHOTOGRAPHY AND RECORDING

Everyone who reserves the use of Court Facilities or Public Space must be familiar with the District Court's Local Rule 83-6, "Possession and Use of Broadcasting, Recording, Photography, and Communications Equipment in the Court." While the rule permits the possession of cell phones inside the Courthouses, the use of phones or any other devices to take photographs or make audio or visual recordings is prohibited without the express authorization of a judge of the District Court or duly authorized visiting judge. Judges have the discretion to authorize the taking of photographs and the making of audio or video recordings at the event only in the ceremonial courtrooms, the Judge's assigned courtroom, or the Judge's assigned chambers, but the taking of photographs or making of audio or video recordings is prohibited elsewhere in the Courthouses. The taking of photographs and making of audio or video recordings at an event in a Public Space should be authorized by a judge in advance of the event, and communicated by the Sponsor to the United States Marshals Service ("USMS") and Court Security Officers ("CSOs") in memo form by fax or email.

VI. AUDIO/VISUAL AND INFORMATION TECHNOLOGY EQUIPMENT AND SUPPORT

No IT support by court personnel will be available for Unofficial Events. For meetings that require audio/visual equipment, non-court groups must bring in their own equipment. No court equipment may be used or plugged into guest equipment during such events. Only the use of the District Court's power outlets is acceptable.

VII. AFTER HOURS USE

Events scheduled to take place outside of normal court hours, on weekends or holidays or after 5pm, require coordination with other agencies for the provision of lights; custodial services; heating, ventilating, and air conditioning (“HVAC”) services; and security. Accordingly, overtime services must be requested at least 6-8 weeks in advance of the event.

Note that the District Court cannot pay for overtime services for Unofficial Events, so the requesting party must make separate payment arrangements, as explained below.

A. Requesting Overtime Services

Overtime services for Unofficial Events must be requested 6-8 weeks in advance of the event. The requesting party must email the appropriate Point of Contact with the following information:

1. Name of event, date of event, event hours (include staff arrival and clean up), expected guest count, and anticipated audience (students, lawyers, public, etc.).
2. Which Courthouse, and room location(s) within the Courthouse.
3. Whether there will be any type of food services or special deliveries, and room location of food set up if different from main event location.

The POC will inform the Sponsor and event organizer by email of which services will be needed, and an estimate of how much those services will cost.

B. Finalizing Overtime Services for Unofficial Events

1. For overtime lights, custodial services, and HVAC services, full payment is required by either GSA or Riverside County prior to the event date. No exceptions.
2. For overtime security services, Inter-Con Security System Inc. will provide an estimate and present a contract. After the event, only actual hours performed will be billed.

Draft Last Revised: 2/5/18

Approved by Space Assignment Committee: 3/22/17

Approved by Executive Committee: 3/23/17