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ADMINISTRATIVE MATTER  
'01 OCT -1 PM 4: 20  
CLERK U.S. DISTRICT COURT  
NORTHERN DISTRICT OF OHIO  
CLEVELAND

**GENERAL ORDER NO. 2001 - 46**

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

IN RE: GUIDELINES FOR THE  
USE OF SPACE IN COURT HOUSES

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ORDER NO.  
2001- 46

At the regular judges' meeting held on October 1, 2001, the Court approved the attached "Guidelines for the Use of Space in Court Houses."

**IT IS SO ORDERED**

FOR THE COURT



Paul R. Matia  
Chief Judge

## GUIDELINES FOR THE USE OF SPACE IN COURT HOUSES

### Background:

The Court has been approached by several parties with requests to use the new court house for several types of events, be it dinners, fund-raisers, or other social gatherings. The Chief Judge has referred this matter to the Space and Facilities Committee for a policy recommendation to address these requests.

As a point of general information, GSA is the landlord of the court houses and federal buildings throughout the country. The court pays rent for all "court" space. All public spaces such as lobbies, cafeterias, auditoriums and the like are considered "joint use" space over which GSA has exclusive jurisdiction. GSA Great Lakes Region has developed "Guidelines for the Occasional Use of Public Space" to address inquiries they have received for the use of space throughout the region, which is attached for your reference.

Judge O'Malley conducted a comprehensive survey regarding national practices in other court houses regarding the use of space, the results of which were provided to the Facilities and Special Projects Committee for consideration. The Committee proposed that requests for the use of space be processed through the Clerk, which would 1) permit the court to monitor and control the use of the court house, and 2) have the clerk serve as a liaison to facilitate the processing of these requests to GSA.

### Recommendation:

It is the Committee's recommendation that the Court adopt the attached proposed "Guidelines for the Use of Space in Court Houses" in the Northern District of Ohio. All future requests for the use of such space in any court house in the Northern District of Ohio would be submitted to the GSA Building Manager on GSA Form 3453 with a simultaneous copy provided to the Clerk of Court. The GSA Building Manager will work closely with the Clerk of Court in processing these requests. The Clerk of Court will coordinate with the Chief Judge in obtaining the Court's recommendation which will be returned to the GSA Building Manager via the Clerk of Court.

**U.S. DISTRICT COURT  
NORTHERN DISTRICT OF OHIO  
GUIDELINES FOR THE USE OF SPACE IN COURT HOUSES**

**Public Space:**

1. All requests for the occasional use of public areas in court houses shall be submitted in writing on GSA Form 3453, "Application/Permit for use of Space in Public Buildings and Grounds," attached, and submitted to the GSA Building Manager with a simultaneous copy provided to the Clerk of Court.
2. The Clerk of Court, after consultation with the Chief Judge, shall submit all applications for the use of public space, with the Court's recommendation, to GSA, who has exclusive jurisdiction over public space, for approval or denial of the permit.

**Court Space:**

1. Courtrooms: Judges may approve the use of their individual courtrooms for educational and cultural activities at their discretion.
2. Requests for other court space, such as jury assembly rooms and training rooms, will be made in writing to the Clerk of Court on GSA Form 3453. The Clerk will follow the spirit of the GSA Great Lakes Region Policy, "Guidelines for the Occasional Use of Public Space," and with the Chief Judge's approval, may grant the occasional use of this space. No requests for access to private court space, such as chambers, will be honored.\*
3. 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.

\*Any such requests are to be submitted to the individual judicial officer.