

**POLICY GOVERNING USE OF PUBLIC SPACES IN
SIXTEENTH JUDICIAL CIRCUIT COURTHOUSES**

effective February 16, 2016

Susan Clancy Boles, Chief Judge

1. Purpose and Scope: Use of the public spaces in the Kane County Courthouse, Kane County Branch Court, and the Kane County Judicial Center (collectively “Courthouse”) 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 to insure that activities are compatible with the primary function of the courts, and the maintenance of the dignity of the courts as required in the Code of Judicial Conduct.

2. Authority to Approve Requests: Use of public spaces in the Courthouse is coordinated by the Office of the Chief Judge, and must be approved by the Office of the Chief Judge, the Kane County Sheriff, and Kane County Facilities Management. Requests will be approved in writing.

3. Criteria for Approval: Special access to the Courthouse is limited to requests dedicated to the improvement of the law, the legal system, or the administration of justice, by such organizations principally devoted to those ends. Each request for use of the public space is reviewed based upon such factors as the purpose of the activity; 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, which require approval of the Kane County Sheriff; and whether the event plans include items being brought into the Courthouse, or other facility impact requiring approval of Kane County Facilities Management. The Office of the Chief Judge 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 Courthouse.

4. Specific Prohibited Uses: Prohibited uses of public spaces include, but are not limited to, the following:
 - Wedding receptions, birthday parties and other events of a personal and/or entertainment nature;
 - Political events;
 - Events of a religious nature;
 - 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).

5. Procedures: Requests for public spaces shall be submitted on an [application](#) form obtained from the Office of the Chief Judge, and submitted to the court at least eight (8) weeks prior to the proposed date of an event. Incomplete applications will not be considered. The requesting party will be notified of the decision not less than two weeks prior to the proposed date of the event. 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.

6. Cancellation of Approval: The Court reserves the right to cancel use of the public space due to a competing need for the space or 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.