

Guideline 36-1. Public Use of the Thomas J. Moyer Ohio Judicial Center.

This guideline is adopted by the Supreme Court on the recommendation of the Commission on the Thomas J. Moyer Ohio Judicial Center to govern the public use of the Thomas J. Moyer Ohio Judicial Center and surrounding grounds. The Thomas J. Moyer Ohio Judicial Center is both a modern, fully functional office building serving as headquarters for Ohio's judicial branch of government and an architectural masterpiece of national importance that must be carefully maintained for the benefit of present and future generations of Ohioans.

(A) General principles

All public usage of the Thomas J. Moyer Ohio Judicial Center is controlled by the Supreme Court. Usage must be approved in advance and a permit issued under procedures established by the Commission. Usage shall be limited to the following:

- (1) Governmental or educational entities;
- (2) Organizations of the legal or judicial professions;
- (3) Organizations dedicated to architectural or artistic interests, or the preservation of historic public places;
- (4) Law firms, corporate law departments, or similar organizations.

(B) Purposes of public use

The purpose of the public use must be consistent with the design and fundamental purpose of the Thomas J. Moyer Ohio Judicial Center. Usage for artistic, charitable, civic, educational, governmental, judicial, or law-related functions as described below in most cases will be considered appropriate. Usage for purposes such as sales events or other business-related purposes by for-profit organizations, private parties, weddings, fundraisers, issue advocacy, or political rallies, will not be considered appropriate. Public usage shall be consistent with the purposes in this guideline and centered on one or more of the following general themes:

- (1) The history of the Supreme Court or the judicial branch of Ohio government;
- (2) An awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law in a constitutional democracy;
- (3) The study of law or the scholarly comparison of legal systems;

(4) The promotion and understanding of the importance of art and architecture and the preservation of historic public places, or the artistic, architectural, and historic features of the Thomas J. Moyer Ohio Judicial Center.

(C) Other limitations on public use

The following limitations apply to any application for or permissible public use of the Thomas J. Moyer Ohio Judicial Center:

(1) The usage shall not interfere with the primary use of the Thomas J. Moyer Ohio Judicial Center;

(2) The usage shall be appropriate to the physical context of the Thomas J. Moyer Ohio Judicial Center;

(3) The usage shall not unduly burden the management or operations of the Thomas J. Moyer Ohio Judicial Center;

(4) The usage shall not create a hazard to the safety of the public or state employees;

(5) The usage shall not expose the State to, or create unreasonable risk of exposure to, expenses or damages;

(6) The usage shall not be in violation of local, state or federal laws, rules or regulations;

(7) There shall be equal access for all groups for the use of the Thomas J. Moyer Ohio Judicial Center regardless of race, religion, color, national origin, sex or handicap;

(8) Building security rules and procedures shall be followed in all cases;

(9) The issuance of a permit for use of the Thomas J. Moyer Ohio Judicial Center shall not imply endorsement or approval by the State, the Supreme Court, or the Commission of the actions, objectives, or views of the permit holder;

(10) The Supreme Court Office of Facilities Management reserves the right to limit the use of the Thomas J. Moyer Ohio Judicial Center, at any time, due to unforeseen operational circumstances. Every reasonable effort will be made to alleviate the effects of any such limitation;

(11) The Court Room, Robing Room, private chambers of the Justices, and other restricted areas within the Thomas J. Moyer Ohio Judicial Center, are not available for public use;

(12) The usage shall not relate to any matters pending before the Supreme Court.

(D) Public use permit; additional fees; conditions of permitted usage.

(1) Any person wishing to obtain a permit for use of the Thomas J. Moyer Ohio Judicial Center may submit an application in writing on the form specified by the Supreme Court Office of Facilities Management. The application shall be accompanied by an administrative fee of fifty dollars. No member or employee of the Supreme Court and no entity established by the Supreme Court shall be required to obtain a permit to hold a meeting, event, or other gathering in the Thomas J. Moyer Ohio Judicial Center.

(2) If a permit is granted, in addition to the administrative fee, the permit holder shall be responsible for a usage fee that may be levied in accordance with a schedule adopted by the Office of Facilities Management and with the approval of the Administrative Director. The usage fee is levied for the purpose of assisting the Supreme Court in maintaining and promoting the artistic, architectural, historic, and educational purposes and integrity of the Thomas J. Moyer Ohio Judicial Center. The usage fee will be discussed and agreed upon by the permit applicant in advance. The usage fee will be billed to and paid by the permit holder prior to the date of the event. If any additional charges are incurred during the event, the permit holder will be billed for those additional charges at the completion of the event.

(3) In addition to the exemption provided for in division (D)(1) of this guideline, the administrative and usage fees shall be waived by the Office of Facilities Management for any of the following organizations or entities:

- An organization or entity that receives financial or in-kind support from the Supreme Court;
- A nonprofit organization that receives financial or in-kind support from the Supreme Court and that is devoted to the law, legal education, art, architecture, or the preservation of historic public places;
- A governmental office or entity.

(4) All fees collected pursuant to this guideline shall be transferred to the Thomas J. Moyer Ohio Judicial Center Foundation and used for public charitable and educational purposes consistent with the Foundation's articles of incorporation and code of regulations.

- (5) The permit holder may be required to provide a surety bond based upon the nature of the permitted event in order to guarantee payment of any property damages or other liability arising from the event. The bond amount will be as determined by the Supreme Court.
- (6) The permit holder shall use the Thomas J. Moyer Ohio Judicial Center in a careful and responsible manner during the term of the permit, keeping the building clean, undamaged, and free of debris. The permit holder will be responsible for any costs or damages resulting from the use of the Thomas J. Moyer Ohio Judicial Center.
- (7) In general, the Thomas J. Moyer Ohio Judicial Center will be available for use only during the business work week between the hours of 8:00 a.m. and 8:00 p.m.
- (8) Corporate banners and signs on sticks, poles, or stakes are prohibited.
- (9) The use of stickers, labels, cellophane or other pressure-sensitive tape, screws, nails, or other physical fasteners and mounting techniques that may adversely affect the structural or decorative condition of the Thomas J. Moyer Ohio Judicial Center is prohibited.
- (10) Smoking is prohibited within the Thomas J. Moyer Ohio Judicial Center.
- (11) No equipment, apparatus, machine, or vehicle may be brought into the Thomas J. Moyer Ohio Judicial Center without the prior written approval of the Office of Facilities Management of the Supreme Court.
- (12) Use of sound projection equipment must be approved in advance, shall be in compliance with local noise ordinances, and used in a manner so as to not interfere with the regular operations and activities of the Thomas J. Moyer Ohio Judicial Center.
- (13) No food, beverages, or merchandise shall be sold or dispensed at the Thomas J. Moyer Ohio Judicial Center without the express written consent of the Office of Facilities Management. No licensed street vendors or other transient vendors will be permitted to use the Thomas J. Moyer Ohio Judicial Center. Only caterers approved by the Office of Facilities Management of the Supreme Court will be permitted to provide on-site food service.
- (14) Staff security and maintenance personnel only will be utilized at the event, under the direction and control of the Office of Facilities Management of the Supreme Court.

(15) The permit holder shall retrieve all materials left behind from the approved event within two business days. After that time, any remaining materials may be disposed of at the permit holder's expense.

(16) The permit holder shall indemnify and hold harmless the State and the Commission against any and all claims, demands, actions, or causes of actions, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damages resulting from or arising out of the permitted use.

(17) The failure of a permit holder to comply with this guideline or any additional terms of an issued permit shall be grounds for the Office of Facilities Management taking either or both of the following actions:

- Revoking an issued permit;
- Denying a future permit application submitted by the permit holder.

Effective: March 1, 2010

Amended Effective: March 1, 2013