

United States District Court Southern District of Illinois



POLICY GOVERNING USE OF COURTHOUSE SPACE

1. **Purpose and Scope:** The United States District Court for the Southern District of Illinois occupies two separate federal courthouses located at 301 West Main Street, Benton, Illinois 62812, and 750 Missouri Avenue, East St. Louis, Illinois 62201. Both courthouses share space with the United States Bankruptcy Court for the Southern District of Illinois and other federal agencies.

Official Government Use

Requests for use of district court space by other federal courts and/or agencies is considered a request for official government use. Examples of official government use include, but are not limited to, investiture proceedings, naturalization proceedings, facility dedications, other meetings and/or hearings, and judiciary sponsored programs. Requests for official government use shall be coordinated with the Clerk of Court.

Unofficial Use

All other requests for use of district court space are considered requests for unofficial use. Unofficial use of the public spaces in the courthouse must not disrupt the operation of the building, interfere with the functioning of the court or otherwise obstruct the performance of official judicial business, the integrity of the court, or the mission of the federal judiciary.

2. **Authority to Approve Requests:** Requests for unofficial use of public spaces in the courthouse shall be made in writing and submitted to the Clerk of Court. The Clerk of Court shall approve or deny such requests in coordination with the Chief Judge.
3. **Criteria for Approval:** Requests for unofficial use of courthouse public space will be reviewed on a case-by-case basis. Each request shall be reviewed based upon the following factors: (1) the purpose of the activity; (2) the expected size of the group; (3) the date, time, and duration of the requested use; (4) the extent to which the requested use is likely to create a need for additional security measures; and (5) whether the use would require outside items to be brought into the courthouse. Additional factors may be considered to preserve the integrity, safety, and function of the Court and all those that perform or take part in official court business. Requests for unofficial use that are necessary, related to, or further the mission of the federal judiciary are generally favored and will be given priority.

4. **Prohibited Uses:** The following unofficial uses of public court space are prohibited and any requests for such use will be denied:
- a. Political events;
 - b. Religious events;
 - c. Commercial activities designed to promote, sell, or advertise the sale of products or services;
 - d. Any use by a group or individual that promotes discriminatory or hate-oriented ideals or practices; and/or
 - e. Any other use that interferes with the functioning of the court or otherwise obstructs the performance of official judicial business, the integrity of the court, or the mission of the federal judiciary.
5. **Procedures:** Requests should be sent in writing to the Clerk of Court at 750 Missouri Avenue, East St. Louis, Illinois 62201, at least eight weeks prior to the proposed date and should specifically address factors (1)-(5) as identified in Section 3 above.

The Court expressly reserves the right to refuse any request for use of its space.