

# ***Superior Court of Glenn County***

## **Third-Party Use of Court Facilities Policy**

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### **SECTION I. PURPOSE AND SCOPE OF POLICY**

Pursuant to the Judicial Council of California's Third-Party Use of Court Facilities Policy, approval for use of Superior Court of Glenn County (Court) facilities for civics education events is delegated to the Court. This policy establishes guidelines and procedures for consideration of the use of Court facilities by any person, organization, governmental entity, or group for a civics education event (CE organizers).

Court facilities, as defined by the Government Code, are a non-public forum. It is the purpose and intent of the Court in implementing and enforcing this policy to assure that any use of Court facilities for civics education events is consistent with the purpose and objectives of the business use of the Court facility, including maintaining proper judicial decorum and order; maintaining the orderly conduct of Court business in a neutral forum free of actual or perceived partiality and avoiding any appearance of bias, prejudice, or favoritism; maintaining the safety and security of persons and property within Court facilities; and avoiding any impairment, disruption or distraction to the Court's business or the administration of justice for Court personnel, litigants or other users of Court facilities.

### **SECTION II. LIMITATIONS ON SCOPE OF POLICY**

This policy does not apply to the following:

- A. Media requests to film Courtroom proceedings pursuant to California Rules of Court, rule 1.150 or to film Courthouse hallways or exterior as defined in the Superior Court of Glenn County's Media Policy Order.
- B. Third-party use of Court facilities for any purpose other than a civics education event.
  - 1. Requests must be made directly to the Judicial Council of California for all Court facilities, except as outlined in B.3. Application forms are available by request from [JCCThirdPartyUse@jud.ca.gov](mailto:JCCThirdPartyUse@jud.ca.gov).
  - 2. Movie or television production company requests to use Court facilities must seek and obtain a Photography/Filming Permit from the Glenn County Administrator's Office.
  - 3. For use of the Historic Courthouse steps, grounds, or first floor, requestors must submit an Application for Use of Glenn County's Historic Courthouse / Special Events to the Glenn County Superior Court Administration. The Court review and approve such requests consistent with Section V. Approval Considerations below.

### **SECTION III. LIMITATIONS ON USE OF FACILITY**

Except as set forth in Section II, Court facilities may only be used by third parties as authorized and approved pursuant to this policy.

### **SECTION IV. APPLICATION PROCESS**

Before using a Court facility, CE organizers must submit a completed Request for Third-Party Use of Court Facilities for Civics Education form to Court Administration at [courtadmin@glennncourt.ca.gov](mailto:courtadmin@glennncourt.ca.gov). Whenever possible, requests should be submitted at least 45 days in advance of the desired date of use.

#### ***Exceptions for Court Sponsored Events***

Judicial Officers and/or Court staff requesting to use Court facilities for a Court sponsored event must submit a completed Request for Third-Party Use of Court Facilities for Civics Education form, to the Court Executive Officer for approval. Whenever possible, requests should be submitted at least 45 days in advance of the desired date of use. If approved, these requests will be reviewed on a case-by-case basis to determine the need for a license for the proposed use.

### **SECTION V. APPROVAL CONSIDERATIONS**

Third-party use of Court facilities for civics education events is subject to the discretion of the Court Executive Officer or his or her designee. All applications for such use of Court facilities will be reviewed and evaluated under the following considerations:

- A. Whether the use is consistent with the provisions of this policy and the mission and purpose of the Court.
- B. Whether the use is consistent with a civics education event as outlined in the Judicial Council of California's Third-Party Use of Court Facilities Policy.
- C. Whether the use is consistent with protecting the integrity of the judicial process and the overall constitutional and statutory mission and purpose of the Court, including public trust and confidence in the impartiality, lack of bias or discrimination, and fairness of the judicial system and proper judicial decorum and order.
- D. Whether the use impairs or distracts from proper judicial decorum and order, the conduct of the Court's business, or the administration of justice for Court personnel, litigants, or other Court users.
- E. Whether the use presents a risk to the health, safety, or security of the people or property within the Court facility and its perimeter.
- F. Whether the use advances the administration of justice and is beneficial to a significant number of persons with an interest in the judicial system.
- G. Whether the use imposes any potential costs or liability on the Court.
- H. Whether the use is or may be contrary to any constitutional, statutory, or other legal requirements or prohibitions.
- I. If the use includes Court employees, whether the use is consistent with the Code of Ethics of Court Employees and the Personnel Rules of the Superior Court, with which Court employees must comply.

## **SECTION V. APPROVAL CONDITIONS**

Following approval for use by the Court Executive Officer, the CE organizer must:

- A. Sign the License for the Special Use of Court Facilities for Civics Education Initiative Event, inclusive of insurance requirements, and return to the Court.
- B. Provide certificates of insurance pursuant to the Insurance Requirements outlined in the License for the Special Use of Court Facilities for Civics Education Initiative Event.
- C. Reimburse the Court for any security and janitorial expenses, if identified in advance of the event.
- D. Reimburse the Judicial Council for the operation and corresponding maintenance of electrical, HVAC, and any other systems affected by the use of the facility, including the salary and benefits of a facilities or building engineer used on-site for this purpose, if identified in advance of the event.
- E. Comply with any other requirements as may be determined by the Court Executive Officer.

## **APPROVAL**

This policy will remain in place unless rescinded or modified by the Presiding Judge and Court Executive Officer.



Judge Donald Cole Byrd  
Presiding Judge

Date: 5/2/2025



Chris Ruhl  
Court Executive Officer

Date: 5/2/2025