

**Atrium and Plaza Use Policy**  
**Roman L. Hruska United States Courthouse**

1. Purpose. This policy provides information for the use of the atrium and plaza at the Roman L. Hruska United States Courthouse, Omaha, Nebraska.
2. Authority. Use of the atrium and plaza are governed by the General Services Administration (GSA) with input from the Clerk of the United States District Court and the United States Marshal.

Use of the atrium and plaza are governed by FPMR 101-20. 401-409.

3. Responsibilities. GSA shall exercise discretion on the use of the atrium or plaza. Those persons and entities who wish to utilize the atrium or plaza, outside the normal course of business, must secure written permission from GSA prior to using the facilities. The GSA Buildings Manager, the Clerk of the U.S. District Court and the U.S. Marshal will meet to discuss and coordinate such requests for use of the atrium or plaza. The final decision to allow or not allow use of the atrium or plaza shall rest with GSA.
4. Use. Generally, the atrium or plaza may be used by the Court, tenants of the building, and the Bar Association for functions related to the purpose of the Court or building tenants, and by the public for events that are cultural or educational in nature. Neither the atrium nor the plaza may be used for events that are primarily:
  - a. of a personal nature, e.g. weddings or birthday parties;
  - b. used to advertise, promote, sell or otherwise solicit goods or services for profit. However, fund raising for a non-profit organization that serves employees of the Court or other building tenants may be permitted; or
  - c. sponsored by individuals or entities that practice discrimination based on race, color, creed, sex, age, national origin, or condition of physical ability;
  - d. pursuant to FPMR 101.20.401-409.
5. Procedures:
  - a. General. Permission may be granted for the atrium or plaza to be used during regular business hours, i.e., 7:00 A.M. to 5:00 P.M., Monday through Friday, excluding holidays, as long as the function does not disrupt normal business in the courthouse. At other times, the atrium or plaza may be used upon permission of the GSA Buildings Manager.

- b. Requests for Use. All requests to use the atrium or plaza must be submitted in writing to the GSA Buildings Manager, in advance of the proposed date. Requests for large events are preferred at least six (6) weeks in advance.
  - c. Costs. Costs may be assessed for any event, and include, but are not limited to overtime utilities, security (atrium) and cleaning services. At the discretion of GSA, proof of liability insurance may be required.
  - d. Security. All security is to be provided through the U.S. Marshals Service.
  - e. Cameras. Cameras are not permitted inside the courthouse without the specific permission of the GSA Buildings Manager, the Clerk of the U.S. District Court, or the U.S. Marshal.
6. Cancellation of Permission. GSA reserves the right to cancel a grant of permission to use the atrium or plaza. Cancellation does not entitle requestor to compensation or damages.