

# Space and Equipment Use Policy for Non-Court Entities United States District Court for the District of Nebraska

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## Background

This policy applies to the use of court space and equipment by non-court entities in the Roman L. Hruska Federal Courthouse in Omaha, and the Robert V. Denney Federal Building in Lincoln.

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## Guidelines for use of court space

1. You must seek the preapproval of the district court clerk (“clerk”) or clerk’s designee to use court space or equipment. In addition, you must seek the preapproval of the clerk or clerk’s designee to:
  - alter or remove anything from court space;
  - post any sign (you are prohibited from using tape or other hanging materials that could damage space or equipment);
  - move or alter any equipment or appliance located in court space; or
  - consume food or beverages in court space.
2. You may use court space only for the purposes agreed to by the prior approval of the clerk or clerk’s designee.
3. Space is provided “as is” and “where is.”
4. You must restore space to its original condition upon the completion of the scheduled activity (i.e., anything moved, by the prior approval of the clerk or clerk’s designee, must be moved back to its original location; all items brought into the space must be removed; all trash/debris must be placed in trash receptacles for proper disposal; and the space must be cleaned as required to restore it to its original condition).
5. You may not use any court supplies.
6. You must replace, return, or restore any property you damage, alter, or displace.
7. The court is not liable for any loss, damage, or claim of liability.
8. Access to the space must not, in any way, obstruct or interfere with the transaction of government business or the convenience of the public,

jeopardize the safety of persons or property, or cause justifiable public criticism.

9. Excessive noise is prohibited.
10. You may use property during normal business hours only as defined by the clerk or clerk's designee.
11. The clerk or clerk's designee may require you to suspend or postpone activities due to court business. Any such postponement may occur on short notice.
12. The clerk or clerk's designee will provide an on-site point of contact throughout the use of the court space to ensure compliance with all requirements of this policy.
13. The clerk or clerk's designee will charge no fee for the use of court space and equipment.

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### **Guidelines for use of court equipment<sup>1</sup>**

1. You must seek the preapproval of the clerk or clerk's designee to use court equipment or move or alter court equipment.
2. You may use court equipment only for the purpose agreed to by the clerk or clerk's designee.
3. Equipment is provided "as is" and "where is."
4. You must have complete knowledge of the operation of the equipment prior to its use.
5. Any equipment moved upon the prior approval of the clerk or clerk's designee must be returned to its original location.
6. In the event of a scheduling conflict, the needs of the court prevail. Notice of cancellation on behalf of the court may be on very short notice.
7. Use of court supplies to operate equipment is prohibited.

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<sup>1</sup>These guidelines apply to the use of all court equipment, which includes video conferencing equipment and remote interpreting equipment. However, additional guidance for the use of video conferencing equipment and remote interpreting equipment is also provided below.

8. Damage to equipment through misuse or other causes is the responsibility of the user, not the court.
9. You must notify the clerk's office when you are finished using the equipment. As set forth above, you must restore the space you occupied to its original condition.
10. The court is not liable for loss, damage, or claim of any liability in connection with the use of any of the court's equipment.
11. You must replace, return, or restore any equipment you damage, alter, or displace.
12. The clerk or clerk's designee will provide an on-site point of contact throughout the use of the court equipment to ensure compliance with all requirements of this policy.

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## **Video conferencing**

Video conferencing facilities are available at the Roman L. Hruska Courthouse in Omaha, and the Robert V. Denney Federal Building in Lincoln. The following guidelines apply to the use of video conferencing equipment (see also the guidelines for use of court equipment set forth above):

1. Video conferencing equipment is available for use by attorneys admitted to the Federal Bar in the District of Nebraska who have cases in a Federal Court.
2. Users bear the cost of any long distance charges or other fees for line connections and carrier fees that may be assessed by a video conference service provider.
3. Arrangements for video conferencing must be made in advance.
4. The connection for video conferencing must come from the outside into the court's video conferencing equipment. No long distance charges or other fees for line connections may be billed through the court.
5. The court will not charge a fee for the use of the video conferencing equipment.
6. Contact the clerk's office to reserve a video conferencing room at least two weeks in advance of the anticipated use date.

7. Contact the clerk's office immediately if you need to cancel use of the video conferencing equipment or to change the date or time of your scheduled use.
8. You may only use video conferencing equipment during regular office hours.
9. Court staff will assist you with initiating the video conference connection, but will not be present during the use of the equipment. Court staff will be available to assist you should you encounter technical difficulties.

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### **Remote interpreting equipment**

Remote interpreting equipment is available in the Roman L. Hruska Courthouse in Omaha, and the Robert V. Denney Federal Building in Lincoln. Access to this equipment is limited, as the remote interpreting systems are located in the courtrooms. The following guidelines apply to the use of remote interpreting equipment (see also the guidelines for use of court equipment set forth above):

1. Remote interpreting equipment is available to attorneys admitted to the Federal Bar for the District of Nebraska.
2. Users bear the cost of any telephone long distance charges or other fees associated with the use of the remote interpreting equipment. All calls must be placed by a telephone operator and expenses for long distance charges must be placed on the user's credit card. No long distance charges or other fees for line connections may be billed through the court.
3. The court will not charge a fee for the use of the remote interpreting equipment.
4. You may only use remote interpreting equipment during regular office hours.
5. Court staff will assist you with initiating the connection, but will not be present during the use of the equipment. Court staff will be available to assist you should you encounter technical difficulties.
6. You may not adjust the sound system controls in any manner.

## ***Space and Equipment Use Agreement***

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### **Requesting entity information**

I have read the court's Space and Equipment Use Policy for Non-Court Entities and agree to comply by the rules written within.

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Entity Name

\_\_\_\_\_  
Point of Contact (print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address

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### **Official court use only**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Comments**

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