

**POLICIES AND PROCEDURES
FOR USE OF THE EIGHTH CIRCUIT
CONFERENCE AND RECEPTION ROOMS**

The Eighth Circuit conference and reception rooms are located on the fourth floor of the Roman L. Hruska United States Courthouse in Omaha, Nebraska. Use of these rooms is supervised by a space coordinating committee. The General Services Administration (GSA), as owner and operator of the building, may require its approval for any use and may establish additional use requirements.

Judicial branch agencies, tenants of the building, and the public may use the conference and reception rooms for legal, educational, social, and cultural events. Personal celebrations, commercial events, political events, and for-profit fund-raising activities are generally not permitted. No entity or individual(s) who discriminates on the basis of race, color, national origin, religion, sex, age, or disability is permitted to use the space.

The conference and reception rooms may be used during regular business hours. The federal courthouse is open to the public from 7:00 a.m. to 5:00 p.m. Monday through Friday, excluding federal holidays. Use of these rooms outside of business hours may be authorized, but will require special arrangements and may require a charge for overtime expenses. All costs will be assessed to the user, and prepayment may be required.

Judicial branch personnel may reserve the Eighth Circuit rooms by contacting the space coordinator in advance and obtaining verbal authorization. Other building tenants and members of the public must receive written approval before using the space and must complete the attached application and submit it for approval in advance of the proposed event date. Applications for large events should be made a minimum of four (4) weeks in advance. The space coordinator will promptly review an application for use and provide written notice of approval or denial.

Once approved, an applicant is responsible for making all food and beverage arrangements, including delivery of glassware, tableware, silverware, serving dishes and linens. Anyone wishing to serve alcohol must apply for a permit from the GSA Property Management Center Director. For the protection of the upholstery and carpets, red wine, fruit punch, grape juice, and other beverages and food which tend to stain may not be served in either room. Following the event, the user is responsible for thoroughly cleaning the reserved space. At the discretion of the space coordinator, a security deposit may be required.

Signs are not permitted to be taped or tacked to the corridor and Atrium walls announcing events or giving directions.

Use of the Eighth Circuit conference and reception rooms is a privilege. The Eighth Circuit Court of Appeals reserves the exclusive right to decline any application and to cancel a confirmed reservation due to a competing need for the space by the judiciary, a building emergency, building closure, or other unanticipated circumstances. In the event of cancellation, no compensation or damages will be paid to the applicant or to any other individual or entity.

Please direct inquiries to Jeri Kay Hopkins, Space Coordinator, at (402) 661-7590.

**APPLICATION FOR USE OF EIGHTH CIRCUIT
CONFERENCE AND RECEPTION ROOMS
IN THE ROMAN L. HRUSKA
UNITED STATES COURTHOUSE**

Name of Applicant: _____ Date of Application: _____

Applicant's Mailing Address: _____

_____ Office Phone: _____

Name of Entity: _____

Event Sponsor:

Date Requested: _____ Start Time: _____ End Time: _____

Space Requested: Conference Room _____ Reception Room _____ Both Rooms

Maximum Number of Attendees: _____

Purpose of Use: _____

Special Requests: _____

Food and Beverage Service: Yes _____ No _____
(Please no red wine, fruit punch, grape juice or other beverages or food tending to stain.)

Catering Service: Yes _____ Name: _____

Entertainment: Yes _____ Type & Name: _____

Alcohol: Yes _____ No _____ (Prior permission to serve alcohol must be obtained from the GSA Property Center Director; (402) 221-4725.)

Signature of Applicant: _____

Mail Application to: **Jeri Kay Hopkins, Appellate Space Coordinator, Roman L. Hruska United States Courthouse, 111 South 18th Plaza, Suite #4105, Omaha, NE 68102; (402) 661-7590.**

Application: _____ Approved _____ Declined

Date: _____

By: _____