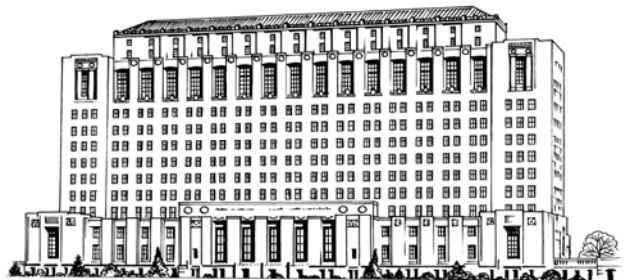


# **THE OHIO JUDICIAL CENTER**

## **BUILDING AND GROUNDS REGULATIONS AND GUIDELINES**

**As adopted by the  
Supreme Court of Ohio**

**July 1, 2005  
Amended: July 1, 2009; March 1, 2010**



# REGULATIONS

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## **SECTION I. SCOPE OF REGULATIONS**

### **OJC Reg. 1. Purpose.**

The purpose of these regulations is to establish standards for the use, management, and operation of the building and grounds of the Ohio Judicial Center.

Effective Date: July 1, 2005

### **OJC Reg. 2. Authority.**

These regulations are adopted by the Supreme Court pursuant to Substitute House Bill 388 of the 125<sup>th</sup> General Assembly, which vests in the Court all legal right, title, and interest in the Ohio Judicial Center, and pursuant to the inherent authority of the Court.

Pursuant to this authority, the responsibility for managing and operating the Ohio Judicial Center rests with the Supreme Court. The Court may grant to other persons limited responsibility to manage and operate certain aspects of the Ohio Judicial Center as specifically authorized through these regulations. Any responsibility to manage and operate the Ohio Judicial Center not granted to other persons is reserved in the Court, acting through the Chief Justice and Administrative Director, or others as authorized by these regulations.

Effective Date: July 1, 2005

### **OJC Reg. 3. Application.**

These regulations shall apply to all areas of the building and grounds of the Ohio Judicial Center, including the Supreme Court and its affiliated offices, all other offices and entities maintaining operations in the building, all employees of these offices and entities, and all public visitors and invitees to the Ohio Judicial Center.

Effective Date: July 1, 2005

## **SECTION II. GENERAL REGULATIONS**

### **OJC Reg. 4. Building Hours.**

The Ohio Judicial Center shall be open to the public from 8:00 a.m. until 5:00 p.m. Monday through Friday, except for the holidays recognized by the Supreme Court.

Effective Date: July 1, 2005

### **OJC Reg. 5. Public Entrances.**

There shall be two public entrances to the Ohio Judicial Center. One public entrance shall be located on the Front Street side of the building and serve as the main public entrance. The other public entrance to the building shall be located on the Civic Center Drive side of the building and serve as the primary tour group entrance.

Effective Date: July 1, 2005

### **OJC Reg. 6. Security Screening.**

All persons entering the Ohio Judicial Center, and all packages, parcels, purses, briefcases, book containers, and other items brought into the building through the public entrances, are subject to security screening.

Effective Date: July 1, 2005

### **OJC Reg. 7. Deliveries; Loading Dock.**

All deliveries to the Ohio Judicial Center shall receive security clearance through the Supreme Court Office of Court Security. Delivery of items that are not easily hand carried or items in a cart, basket, tub, or other large container shall be brought into the building only through the loading dock. In order to accept a delivery, the Office of Court Security shall be notified of the delivery, the person or company on whose behalf the item is being delivered, and the date and time of the delivery.

Effective Date: July 1, 2005

### **OJC Reg. 8. Building Identification Cards.**

All persons who are employed in the Ohio Judicial Center shall be issued building identification cards through the Supreme Court Office of Court Security. The cards may be used for photographic identification and to allow access to various areas of the building. Lost building identification cards shall be replaced at cost to the person whose card is replaced.

Effective Date: July 1, 2005

### **OJC Reg. 9. Visitor Identification Badges.**

All visitors and business invitees who enter the Ohio Judicial Center shall be issued temporary visitor identification badges in a manner as determined by the Supreme Court Director of Court Security.

Effective Date: July 1, 2005

### **OJC Reg. 10. Incarcerated Persons Appearing in Court.**

If an incarcerated person is required to appear before a court or tribunal holding a session in the Ohio Judicial Center, the prisoner's movement shall be coordinated by the appropriate official of the court or tribunal with the Supreme Court Director of Court Security. When a prisoner is escorted in and out of the building, contact with the public and employees working in the building shall be minimized as much as practicable. While in the building the prisoner shall be accompanied at all times by an agent of the agency having custody of the prisoner and other persons as directed by the Director of Court Security.

Effective Date: July 1, 2005

### **OJC Reg. 11. Weapons.**

**(A) Prohibition.** Except as noted herein, no weapon, as defined in Ohio Revised Code Section 2923.11, including firearms, ammunition, brass knuckles, martial arts weapons, stun guns, explosives, fireworks, incendiary devices, knives with a blade longer than two inches, straight razors, razorblades, or switchblades shall be permitted within or on the grounds of the Ohio Judicial Center.

**(B) Law Enforcement Officers.** The prohibition in Paragraph (A) of this regulation does not apply to court security officers and Ohio State Highway Patrol troopers while on active duty as part of the security detail assigned to the Ohio Judicial Center. The prohibition shall also not apply to any uniformed trooper who is otherwise on active duty

and in the performance of his or her duties but not assigned to the security detail; nor shall the prohibition apply to a trooper not in uniform who is otherwise on active duty and in the performance of his or her duties if he or she provides notification of his or her presence to the Supreme Court Director of Court Security or his or her designee prior to entering the building; nor shall the prohibition apply to any other law enforcement officer who is responding to a call for assistance or a security emergency in the building. The prohibition shall apply to all other law enforcement officers who seek to enter the building.

**(C) Evidence.** The prohibition in Paragraph (A) of this regulation does not apply to circumstances where a weapon is in the custody of an appropriate office or employee of a court or tribunal located within the Ohio Judicial Center as evidence in a case. In such circumstances, the weapon shall be properly and securely stored with the knowledge of the Supreme Court Director of Court Security.

**(D) Concealed Carry.** A person who has been properly issued a permit to carry a concealed weapon pursuant to state law is subject to the application of the prohibition herein, unless he or she is otherwise allowed by this regulation or first obtains written authorization from the Supreme Court Director of Court Security before seeking entry to the building.

Any person who enters the Ohio Judicial Center or its grounds with a concealed weapon and who has not received authorization to do so, or is not otherwise exempt pursuant to these regulations, is subject to arrest or having the matter referred to appropriate law enforcement officials for prosecution.

Any person who seeks to enter the Ohio Judicial Center with a legal weapon that is otherwise not permitted in the building by this regulation shall have a court security officer store the weapon in a gun locker on the premises. The weapon shall be returned by a court security officer to the law enforcement officer or private citizen properly licensed to carry the concealed weapon when he or she leaves the building.

Effective Date: July 1, 2005

## **OJC Reg. 12. Public Demonstrations.**

**(A) Recognition of Rights.** The Supreme Court recognizes and seeks to protect the rights of all citizens to publicly assemble for the purpose of petitioning their government through peaceful demonstration. However, such assembly and demonstrations cannot be allowed to interfere with the working environment or the review of matters within the Ohio Judicial Center, and should not be used to intimidate or interfere with persons seeking to enter or exit the building.

**(B) Demonstrations within the Ohio Judicial Center.** In order to maintain the dignity and decorum befitting the judicial branch of Ohio government, and to support an

environment in which the citizens of Ohio can feel confident that judicial determinations are rendered fairly, impartially, and without the influence of direct public displays of opinion, demonstrations are prohibited within the Ohio Judicial Center.

**(C) Demonstrations on the Grounds of the Ohio Judicial Center.** Demonstrations are permitted on the grounds of the Ohio Judicial Center as set forth herein.

**(1) North plaza.** Demonstrations may be conducted on the lower fountain level of the North plaza. However, so as to provide a sufficient area for the safe evacuation of persons in the Ohio Judicial Center in case of a building emergency, demonstrations may not be conducted on the upper terrace of the North plaza.

**(2) South plaza.** Demonstrations may be conducted on the lower fountain level of the South plaza. However, so as to provide a sufficient area for the safe evacuation of persons in the Ohio Judicial Center in case of a building emergency, demonstrations may not be conducted on the upper terrace of the South plaza.

**(3) Front Street public sidewalk and entrance.** Demonstrations may be conducted on the public sidewalk on the Front Street side of the grounds of the Ohio Judicial Center. However, for the safety and security of those who wish to enter and exit the Ohio Judicial Center and those who wish to engage in a public demonstration, and because of the narrow public sidewalk and its close proximity to the ongoing flow of motor vehicle traffic on Front Street, demonstrations may not be conducted on the pedestrian ramps, steps, or entry area leading into the Front Street entrance, nor on the public sidewalk in an area beginning at a point 20 feet north of the street level entrance to the north pedestrian ramp and extending to a point 20 feet south of the street level entrance to the south pedestrian ramp.

**(4) Civic Center Drive public sidewalk and entrances.** Demonstrations may be conducted on the public sidewalk on the Civic Center Drive side of the grounds of the Ohio Judicial Center. However, for the safety and security of those who wish to enter and exit the Ohio Judicial Center, demonstrations may not be conducted within 20 feet of any pedestrian entrance while it is in use. Further, for the safety and security of those who wish to engage in a public demonstration and to allow for the safe flow of motor vehicle traffic to and from Civic Center Drive and the Ohio Judicial Center, demonstrations may not be conducted within 20 feet of the entrance to the loading dock or the parking garage.

**(D) Noise.** No person shall shout, yell or chant, or use a sound amplification device, musical instrument, or other noise generating device that interferes with the operation of any court, tribunal, office, or other body conducting business in the building.

**(E) Signs.** Signs, banners, placards, and flags made of cardboard, poster board, or cloth are permitted for use during demonstrations on the grounds of the Ohio Judicial

Center. Supports for these items should be made entirely of wood, have dull ends, may not be hollow, may not exceed 3/4” at their largest point, and should not use nails or screws in their construction.

Hand-carried items are allowed regardless of size. Items that are not hand-carried are allowed only if they are not larger than four feet wide and four feet high, are not elevated to exceed a height of six feet above the ground at their highest point, are not used to create an enclosure of two or more sides, are not arranged in such a manner as to create a single item that exceeds the size limitation noted above, and are attended at all times.

No items may be hung from or connected to the building or any fixtures or natural plantings on the grounds of the Ohio Judicial Center.

**(F) Permits and Notice.** Demonstrations may be conducted without receiving permission from the Supreme Court or the issuance of a permit. Those engaged in demonstrations may provide notice to the Supreme Court Director of Court Security that a demonstration is to be held so that arrangements may be made for a safe event.

**(G) Public Assembly.** Nothing in these regulations shall be construed to prohibit the public assembly of persons on the grounds of the Ohio Judicial Center for purposes other than demonstrations, such as parades that are properly permitted by the City of Columbus, officially sanctioned civic events, employee appreciation gatherings, and other similar assemblies.

**(H) Enforcement.** This regulation shall be enforced by the Supreme Court Director of Court Security, with the assistance of appropriate law enforcement agencies.

Effective Date: July 1, 2005

### **OJC Reg. 13. News Conferences.**

**(A) Promotion of Public Understanding.** The Supreme Court promotes the general understanding of the judicial process by providing maximum public access and exposure to the proceedings of the Court. This access and exposure can be enhanced by news conferences. However, news conferences should not interfere with the dignity and decorum befitting the judicial branch of Ohio government, nor create an impression that judicial determinations may be influenced by direct advocacy at such conferences. The purpose of this regulation is to balance the promotion of public awareness and discussion with the need for the courts, tribunals, and organizations that maintain offices in the Ohio Judicial Center to conduct their work without the appearance of direct advocacy outside the courtroom setting.

**(B) News Conferences within the Ohio Judicial Center.** A news conference may be conducted within the Ohio Judicial Center as set forth herein.

**(1) By persons employed in the Ohio Judicial Center.** A news conference may be conducted within the Ohio Judicial Center by any person who is employed by any court, tribunal, or organization that maintains an office in the Ohio Judicial Center pursuant to policies and guidelines established by that court, tribunal, or organization. However, the news conference may be conducted in an area of the building outside the business offices of the court, tribunal, or organization where the person is employed only upon providing notice to the Supreme Court Director of Public Information, who shall coordinate the event with the Supreme Court Office of Facilities Management.

**(2) Regarding litigation.** A news conference regarding pending litigation before a court or tribunal housed in the Ohio Judicial Center may be conducted within the building by persons involved with the litigation only on the days that the court or tribunal is in session hearing the matter. The news conference may only be conducted in an area of the building designated by the court or tribunal upon consultation with the Supreme Court Director of Public Information, who shall coordinate the event with the Supreme Court Office of Facilities Management.

A news conference regarding contemplated or completed litigation before a court or tribunal housed in the Ohio Judicial Center is not permitted within the building. This includes impromptu news conferences and media events, such as videographing or photographing the filing of a complaint or other pleading with the clerk of the court or tribunal.

**(3) Regarding other issues.** A news conference by any person not employed by a court, tribunal, or organization that maintains an office in the Ohio Judicial Center may be conducted in the building on issues other than pending litigation as follows:

- on issues involving the history of the Supreme Court or the judicial branch of Ohio government,
- on issues involving the awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law, in a constitutional democracy,
- on issues involving the study of law and the scholarly comparison of legal systems,
- on issues involving the promotion and understanding of art and architecture and the preservation of historic public places, or the artistic, architectural, and historic features of the Ohio Judicial Center.

A news conference on any of these issues may be conducted only upon the approval of the Supreme Court Director of Public Information, who shall coordinate the event with the Supreme Court Office of Facilities Management.

**(C) News Conferences on the Grounds of the Ohio Judicial Center.** A news conference may be conducted on the grounds of the Ohio Judicial Center as set forth herein.

**(1) By persons employed in the Ohio Judicial Center.** News conferences may be conducted on the grounds of the Ohio Judicial Center by any person who is employed by any court, tribunal, or organization that maintains an office in the Ohio Judicial Center pursuant to policies and guidelines established by that court, tribunal, or organization, except that the conference may only be conducted at locations authorized by OJC Reg. 12 (Public Demonstrations) for public demonstrations, and upon providing reasonable notice to the Supreme Court Director of Facilities Management and the Supreme Court Director of Public Information that the news conference is scheduled to take place.

**(2) By other persons.** A news conference regarding any issue may be conducted on the grounds of the Ohio Judicial Center by any person who does not work in the building or by a group or organization that does not maintain an office in the building, except that the conference may only be conducted at locations authorized by OJC Reg. 12 (Public Demonstrations) for public demonstrations.

Effective Date: July 1, 2005

#### **OJC Reg. 14. Alcohol; Intoxicating Liquor.**

The sale and consumption of alcohol and intoxicating liquor is permitted in the Ohio Judicial Center in limited circumstances, during special events held in the building, and as approved by the Supreme Court Director of Facilities Management through standards established by the Commission on the Ohio Judicial Center pursuant to OJC Reg. 36(G)(3).

Effective Date: July 1, 2005

#### **OJC Reg. 15. Controlled Substances.**

Controlled substances that are regulated by federal or state law are not permitted in the Ohio Judicial Center, except pursuant to a prescription from a licensed physician or when considered as evidence and maintained as part of a case file in a matter pending before a court or tribunal located in the building.

Effective Date: July 1, 2005

### **OJC Reg. 16. Smoking; Tobacco Products.**

Smoking and the other use of tobacco products are not permitted within the Ohio Judicial Center and are restricted to the designated areas located on the North and South plazas of the grounds.

Effective Date: July 1, 2005

### **OJC Reg. 17. Open Flame.**

The use of open flame or smoldering products including candles, incense, or other similar items is not permitted within or on the grounds of the Ohio Judicial Center, unless approved in advance by the Supreme Court Director of Facilities Management.

Effective Date: July 1, 2005

### **OJC Reg. 18. Parking Garage.**

Access to the parking garage shall be controlled by the Supreme Court Director of Court Security, upon the approval of the Administrative Director of the Supreme Court.

Effective Date: July 1, 2005

### **OJC Reg. 19. Pets; Animals.**

Pets and animals that are training to be or are used to assist the blind or physically impaired, or that are used by law enforcement agencies during the course of their work, are the only pets and animals that visitors are permitted to bring into or on the grounds of the Ohio Judicial Center.

Effective Date: July 1, 2005

### **OJC Reg. 20. Skateboards.**

The use of skateboards and other motorized or non-motorized devices that may cause damage to the building or other items located on the grounds of the Ohio Judicial Center is not permitted. The Supreme Court Director of Court Security is authorized to refer violators of this regulation to the appropriate law enforcement agency for investigation and prosecution.

Effective Date: July 1, 2005

### **OJC Reg. 21. Fountains.**

No person may enter or place any objects in the fountains on the North and South plazas on the grounds of the Ohio Judicial Center. The Supreme Court Director of Court Security is authorized to refer violations of this regulation to the appropriate law enforcement agency for investigation and prosecution.

Effective Date: July 1, 2005

### **OJC Reg. 22. Camping.**

No person may camp or sleep on the grounds of the Ohio Judicial Center.

Effective Date: July 1, 2005

### **OJC Reg. 23. Solicitation.**

No person may solicit another for contributions on the grounds of the Ohio Judicial Center. This regulation shall not apply to solicitations for contributions within the Ohio Judicial Center by persons employed by any court, tribunal, or organization that maintains an office in the building which may be otherwise limited by the internal policies of those organizations.

Effective Date: July 1, 2005

### **OJC Reg. 24. Political Activity.**

No meetings and events organized or conducted by political candidates or parties, or organizations affiliated with political candidates or parties, shall be permitted in the Ohio Judicial Center. Ceremonial events such as the taking of an oath of office shall not be considered political activity for the purpose of this regulation.

Effective Date: July 1, 2005

### **OJC Reg. 25. Videography and Photography.**

Videography and photography is permitted within the Ohio Judicial Center by a person not employed by a court, tribunal, or organization that maintains an office in the Ohio Judicial Center as part of a meeting or event scheduled through the Office of Facilities Management, as part of a tour scheduled through the Supreme Court Visitor Education

Center, or as otherwise expressly permitted by the Supreme Court Director of Public Information.

Effective Date: July 1, 2005

### **OJC Reg. 26. Violation of Law or Rules.**

In addition to any other penalty provided by law, a person may be removed from the Ohio Judicial Center at the direction of the Director of Court Security or by appropriate law enforcement personnel for any of the following reasons:

- (A) Violation of any federal or state law or municipal ordinance;
- (B) Violation of any court order;
- (C) Violation of any provision of these regulations or any published guideline issued by the Administrative Director;
- (D) Engaging in conduct that poses a potential hazard to the safety of any person or that poses a potential threat to the physical, architectural, historic, or artistic condition of the Ohio Judicial Center;
- (E) Engaging in conduct that interferes with the primary use of the Ohio Judicial Center as a court, office, educational, or meeting facility.

Effective Date: March 1, 2010

### **OJC Reg. 27. Unauthorized Access to Nonpublic Areas**

All visitors and business invitees may enter any area of the Ohio Judicial Center identified as a Public Use Area (Schedule B), an Historic Display Area (Schedule A), a public restroom, a scheduled conference room, or the Law Library unless the Supreme Court Director of Court Security limits access to designated areas. No visitor or business invitee shall enter any other area of the Ohio Judicial Center unless they are escorted by a person employed at the Ohio Judicial Center or have permission to enter the area unescorted.

Effective Date: March 1, 2010

### **OJC Reg. 28-33. [Reserved]**

## SECTION III. MANAGEMENT REGULATIONS

### **OJC Reg. 34. Facilities Management.**

The Supreme Court Director of Facilities Management shall be responsible for coordinating the management and operation of the Ohio Judicial Center, subject to these regulations, any limitations imposed by law, and the approval of the Chief Justice and Administrative Director of the Court.

The Director of Facilities Management is authorized to issue guidelines, and develop practices and procedures, as necessary, to supplement any and all facility use items contained in these regulations, upon the approval of the Administrative Director of the Supreme Court.

Effective Date: July 1, 2005

### **OJC Reg. 35. Security Management.**

The Supreme Court Director of Court Security shall be responsible for coordinating security and emergency planning for the Ohio Judicial Center, subject to these regulations, any limitations imposed by law, and the approval of the Chief Justice and Administrative Director of the Court. In exercising this responsibility, the Director of Court Security is authorized to create, maintain and train an internal security force, and to seek the assistance of law enforcement agencies, including the Ohio State Highway Patrol, to supplement the security of the building.

The Director of Court Security is authorized to issue guidelines, and develop practices and procedures, as necessary, to supplement any and all security related items contained in these regulations, upon the approval of the Administrative Director of the Supreme Court.

Effective Date: July 1, 2005

### **OJC Reg. 36. Commission on the Ohio Judicial Center.**

There is hereby created the Commission on the Ohio Judicial Center which shall have the limited powers, duties, and responsibilities as set forth in these regulations and that may, from time-to-time, be granted by the Supreme Court.

(A) **Membership.** The Commission shall consist of ten voting members as follows: seven members appointed by the Supreme Court; one representative of the Office of the State Architect and Engineer; one representative of the Ohio Arts Council; and one

representative of the Ohio Historical Society. The Administrative Director of the Supreme Court, or his or her designee, shall serve as a nonvoting, *ex officio* member of the Commission.

In appointing members to the Commission, Justices shall appoint members who have an appreciation for and understanding of the significance and symbolism of the Ohio Judicial Center as the home of the judicial branch of Ohio government, and the history and timelessness of the art and architecture displayed therein.

**(B) Terms.** Except as provided in this regulation, members of the Commission appointed by the Supreme Court shall serve three-year terms beginning on the first day of January. Members shall be eligible for reappointment, but shall not serve more than two consecutive terms of three years. Vacancies on the Commission shall be filled in the same manner as the original appointment. A member appointed to fill a vacancy prior to the expiration of the term for which the appointee's predecessor was serving shall hold office for the balance of the unexpired term. A member whose term has expired may continue to serve on the Commission for a period of ninety days or until his or her successor is appointed, whichever occurs first.

Initial appointments to the Commission shall be made as follows: two members shall be appointed to terms ending December 31, 2008; two members shall be appointed to terms ending December 31, 2009; and three members shall be appointed to terms ending December 31, 2010.

**(C) Officers.** The Supreme Court shall designate a member of the Commission to serve as chair of the Commission for a term ending December 31, 2008, and the Commission may elect such other officers as it deems appropriate to serve terms ending December 31, 2008. Thereafter, the Commission shall elect a chair and such other officers as it deems appropriate.

**(D) Meetings.** The Commission shall conduct meetings in a manner and at times it deems appropriate to execute its powers, duties, and responsibilities. Seven members of the Commission shall constitute a quorum, and no action shall be taken by the Commission unless approved by a majority of the Commission members. Members of the Commission shall serve without compensation but shall be reimbursed for expenses incurred in the performance of their official duties.

**(E) Staff.** The Commission shall receive staff support from persons designated by the Administrative Director or his or her designee.

**(F) Privileges; Immunities.** Members of the Commission shall be accorded all of the privileges and immunities of an officer of the Supreme Court. Members of the Commission shall be indemnified by the Court for any attorney fees, legal expenses, judgments, fines, or settlements associated with any legal or administrative action taken against a member or members of the Commission as a result of their service on the Commission, to the extent allowable by Ohio law.

**(G) Duties; Responsibilities.**

**(1) Artistic, architectural and historic integrity.** The Commission shall assist the Supreme Court by providing advice on the preservation of the artistic, architectural and historic integrity of the Ohio Judicial Center.

Consistent with these duties, the Commission shall review and recommend design standards for and the selection, placement and preservation of artwork, artifacts, antiques, furniture, sculptures, awards, monuments, and memorials, including architectural and historic fixtures and murals in areas of the Ohio Judicial Center designated by the Supreme Court as historic display areas for review and, if approved, adoption by the Court. A work of fine art recommended by the Commission for acquisition by means other than temporary loan, and any recommendation to deaccession a work previously acquired, shall be approved or disapproved by the Court within thirty days of the Court's receipt of the recommendation from the Commission. The vote of four justices shall be required to approve the acquisition or deaccessioning of a work of fine art recommended by the Commission. The Commission may approve the acquisition of works by temporary loan.

The Commission shall also review and recommend architectural and structural repairs, renovations, and improvements to areas of the Ohio Judicial Center designated by the Supreme Court as historic display areas for review and, if approved, adoption by the Court.

**(2) Public access, use, and assembly.** The Commission shall assist the Supreme Court by providing advice on the public use of the Ohio Judicial Center. Consistent with this duty, the Commission shall review and recommend standards regarding the public use of areas designated by the Court as public use areas for review and, if approved, adoption by the Court.

In developing these standards, the Commission shall operate under the limitation that such public use shall be available only to the following entities or organizations:

- governmental or educational entities;
- organizations of the legal or judicial professions;
- organizations dedicated to architectural or artistic interests, or the preservation of historic public places;
- Law firms, corporate law departments, or other similar organizations.

No entity or organization that practices invidious discrimination may use the Ohio Judicial Center.

In developing these standards, the Commission shall also operate under the additional limitation that permissible public use of the Ohio Judicial Center by the entities and organizations noted above shall be restricted to meetings and events centered on one or more of the following:

- the history of the Supreme Court or the judicial branch of Ohio government;
- an awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law in a constitutional democracy;
- the study of law and the scholarly comparison of legal systems;
- the promotion and understanding of the importance of art and architecture and the preservation of historic public places, or the artistic, architectural and historic features of the Ohio Judicial Center;
- educational, business, or social gatherings for tax-exempt organizations.

Consistent with this duty, the Commission may also establish fees for such use payable to any trust, foundation, or other entity established by the Commission pursuant to OJC Reg. 37.

**(3) Sale of alcohol and intoxicating liquors.** Subject to the requirements of Revised Code Chapter 4303 and OJC Reg. 14, the Commission shall review and recommend standards for the sale and consumption of alcohol and intoxicating liquor by persons, groups, or organizations sponsoring a meeting or event in the Ohio Judicial Center, for review and, if approved, adoption by the Court.

Effective Date: July 1, 2005

Amended Effective: July 1, 2009; March 1, 2010

***Guideline 36-1. Public Use of the Ohio Judicial Center.***

This guideline is adopted by the Supreme Court on the recommendation of the Commission on the Ohio Judicial Center to govern the public use of the Ohio Judicial Center and surrounding grounds. The Ohio Judicial Center is both a modern, fully functional office building serving as headquarters for Ohio's judicial branch of government and an architectural masterpiece of national importance that must be carefully maintained for the benefit of present and future generations of Ohioans.

**(A) General Principles.** All public usage of the Ohio Judicial Center is controlled by the Supreme Court of Ohio. Usage must be approved in advance and a permit issued under procedures established by the Commission. Usage shall be limited to the following:

- (1) Governmental or educational entities;
- (2) Organizations of the legal or judicial professions;
- (3) Organizations dedicated to architectural or artistic interests, or the preservation of historic public places;
- (4) Law firms, corporate law departments, or similar organizations.

**(B) Purposes of Public Use.** The purpose of the public use must be consistent with the design and fundamental purpose of the Ohio Judicial Center. Usage for artistic, charitable, civic, educational, governmental, judicial, or law-related functions as described below in most cases will be considered appropriate. Usage for purposes such as sales events or other business-related purposes by for-profit organizations, private parties, weddings, fundraisers, issue advocacy, or political rallies, will not be considered appropriate. Public usage shall be consistent with the purposes in this guideline and centered on one or more of the following general themes:

- (1) The history of the Supreme Court of Ohio or the judicial branch of Ohio government;
- (2) An awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law in a constitutional democracy;
- (3) The study of law or the scholarly comparison of legal systems;
- (4) The promotion and understanding of the importance of art and architecture and the preservation of historic public places, or the artistic, architectural, and historic features of the Ohio Judicial Center.

**(C) Other Limitations on Public Use.** The following limitations apply to any application for or permissible public use of the Ohio Judicial Center:

- (1) The usage shall not interfere with the primary use of the Ohio Judicial Center.
- (2) The usage shall be appropriate to the physical context of the Ohio Judicial Center.

- (3) The usage shall not unduly burden the management or operations of the Ohio Judicial Center.
- (4) The usage shall not create a hazard to the safety of the public or state employees.
- (5) The usage shall not expose the State to, or create unreasonable risk of exposure to, expenses or damages.
- (6) The usage shall not be in violation of local, state or federal laws, rules or regulations.
- (7) There shall be equal access for all groups for the use of the Ohio Judicial Center regardless of race, religion, color, national origin, sex or handicap.
- (8) Building security rules and procedures shall be followed in all cases.
- (9) The issuance of a permit for use of the Ohio Judicial Center shall not imply endorsement or approval by the State of Ohio, the Supreme Court of Ohio, or the Commission of the actions, objectives, or views of the permit holder.
- (10) The Office of Facilities Management reserves the right to limit the use of the Ohio Judicial Center, at any time, due to unforeseen operational circumstances. Every reasonable effort will be made to alleviate the effects of any such limitation.
- (11) The Court Room, Robing Room, private chambers of the Justices, and other restricted areas within the Ohio Judicial Center, are not available for public use.
- (12) The usage shall not relate to any matters pending before the Supreme Court.

**(D) Public Use Permit; Additional Fees; Conditions of Permitted Usage.**

- (1) Any person wishing to obtain a permit for use of the Ohio Judicial Center may submit an application in writing on the form specified by the Supreme Court Office of Facilities Management. The application shall be accompanied by an administrative fee of fifty dollars. No member or employee of the Supreme Court and no entity established by the Supreme Court shall be required to obtain a permit to hold a meeting, event, or other gathering in the Ohio Judicial Center.
- (2) If a permit is granted, in addition to the administrative fee the permit holder shall be responsible for a usage fee that may be levied in accordance with a schedule adopted by the Office of Facilities Management and with the approval of the Administrative Director. The usage fee is levied for the purpose of assisting

the Supreme Court in maintaining and promoting the artistic, architectural, historic, and educational purposes and integrity of the Ohio Judicial Center. The usage fee will be discussed and agreed upon by the permit applicant in advance. The usage fee will be billed to and paid by the permit holder prior to the date of the event. If any additional charges are incurred during the event, the permit holder will be billed for those additional charges at the completion of the event.

(3) In addition to the exemption provided for in division (D)(1) of this guideline, the administrative and usage fees shall be waived by the Office of Facilities Management for any of the following organizations or entities:

(a) An organization or entity that receives financial or in-kind support from the Supreme Court;

(b) A nonprofit organization that receives financial or in-kind support from the Supreme Court and that is devoted to the law, legal education, art, architecture, or the preservation of historic public places;

(c) A governmental office or entity.

(4) All fees collected pursuant to this guideline shall be transferred to the Ohio Judicial Center Foundation and used for public charitable and educational purposes consistent with the Foundation's articles of incorporation and code of regulations.

(5) The permit holder may be required to provide a surety bond based upon the nature of the permitted event in order to guarantee payment of any property damages or other liability arising from the event. The bond amount will be as determined by the Supreme Court.

(6) The permit holder shall use the Ohio Judicial Center in a careful and responsible manner during the term of the permit, keeping the building clean, undamaged, and free of debris. The permit holder will be responsible for any costs or damages resulting from the use of the Ohio Judicial Center.

(7) In general, the Ohio Judicial Center will be available for use only during the business work week between the hours of 8:00 a.m. and 8:00 p.m.

(8) Corporate banners and signs on sticks, poles, or stakes are prohibited.

(9) The use of stickers, labels, cellophane or other pressure-sensitive tape, screws, nails, or other physical fasteners and mounting techniques that may adversely affect the structural or decorative condition of the Ohio Judicial Center is prohibited.

(10) Smoking is prohibited within the Ohio Judicial Center.

(11) No equipment, apparatus, machine, or vehicle may be brought into the Ohio Judicial Center without the prior written approval of the Office of Facilities Management of the Supreme Court.

(12) Use of sound projection equipment must be approved in advance, shall be in compliance with local noise ordinances, and used in a manner so as to not interfere with the regular operations and activities of the Ohio Judicial Center.

(13) No food, beverages, or merchandise shall be sold or dispensed at the Ohio Judicial Center without the express written consent of the Office of Facilities Management. No licensed street vendors or other transient vendors will be permitted to use the Ohio Judicial Center. Only caterers approved by the Office of Facilities Management of the Supreme Court will be permitted to provide on-site food service.

(14) Staff security and maintenance personnel only will be utilized at the event, under the direction and control of the Office of Facilities Management of the Supreme Court.

(15) The permit holder shall retrieve all materials left behind from the approved event within two business days. After that time, any remaining materials may be disposed of at the permit holder's expense.

(16) The permit holder shall indemnify and hold harmless the State of Ohio and the Commission against any and all claims, demands, actions, or causes of actions, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damages resulting from or arising out of the permitted use.

(17) The failure of a permit holder to comply with this guideline or any additional terms of an issued permit shall be grounds for the Office of Facilities Management taking either or both of the following actions:

(a) Revoking an issued permit;

(b) Denying a future permit application submitted by the permit holder.

Effective: March 1, 2010

***Guideline 36-2. Acquisition by Purchase, Gift, Bequest, or Loan of Fine Art for the Ohio Judicial Center.***

This guideline is adopted by the Supreme Court of Ohio on recommendation of the Commission on the Ohio Judicial Center to govern the acquisition of fine art for the Ohio Judicial Center. Acquisition may be by purchase, gift, bequest, or loan. The fine art collection for the Ohio Judicial Center includes art from renowned artists, with an emphasis on Ohio artists and themes unique to Ohio, and reflects the quality and diversity of the existing collection and of the original artwork and architecture of the Ohio Judicial Center building and grounds.

**(A) General Criteria for Fine Art.** The Commission will recommend the acquisition of works of fine art that represent diversity in artists, are appropriate in content, and are in keeping with the art that makes up the collection at the Ohio Judicial Center. Fine art that is recommended for acquisition shall be capable of existing safely within the environmental conditions of the Ohio Judicial Center.

**(B) Specific Criteria for Means of Acquisition.**

(1) In purchasing works of fine art, the Commission shall operate within the budget approved by the Supreme Court for art acquisition, including framing costs. The Commission may give primary consideration to artwork created by a living or deceased Ohio artist who satisfies the following criteria:

- The artist has demonstrable connection to Ohio;
- The artist has devoted a substantial portion of his or her time creating art;
- The artist has a documented history of public presentation;
- The artist has been recognized by his or her peers as a visual arts practitioner for a minimum of five years.

(2) In considering offered gifts and bequests of works of fine art, the Commission shall give primary consideration to the following criteria.

- The gift or bequest may be from one or more individuals or an institution;
- The gift or bequest may be anonymous;
- The gift or bequest must be unrestricted;
- The gift or bequest must have satisfactory documentation of provenance and title.

The Supreme Court or Commission will not make, arrange for, or pay for appraisals for donated work, but may provide names of two or more appraisers, without preference, if a request is made by the donor. The donor shall complete a deed of gift, provided by the Supreme Court, that includes a description and appraisal of the work. The Supreme Court may accept a copy of the will, or pertinent portions, to verify the bequest.

(3) In considering offered loans of works of fine art for permanent exhibition in the Ohio Judicial Center or possible acquisition by the Supreme Court of Ohio, the Commission shall give primary consideration to the following criteria.

- The work to be loaned must be able to withstand the ordinary strains of packing and transportation;
- The loan shall have no unreasonable restrictions;
- The lending organization or individual shall possess satisfactory documentation of provenance and title.

The lender or Supreme Court shall provide a written loan agreement that outlines the reason for the loan, dates of the proposed loan, methods of travel, and insurance arrangements. The Supreme Court shall designate a staff member to monitor the loan using industry standards.

**(C) Selection Process.** The Commission shall employ the following process in selecting works of fine art recommended for acquisition by the Supreme Court of Ohio.

(1) The chair of the Art Acquisition Committee or designated Supreme Court staff shall be responsible for coordinating the consideration of purchases and offered gifts, bequests, and loans.

(2) In the case of works of fine art to be purchased, the chair, working with designated Supreme Court staff and outside sources from the arts community, shall identify directors of Ohio visual arts organizations or professional arts consultants who have knowledge of visual artists in their region of Ohio. The Committee chair or designated Court staff will arrange one or more site visits with either the director or arts consultant and will coordinate those visits with members of the Committee. If a Committee member is unable to attend a site visit, the Committee chair or designated Court staff will provide that member with images, via email, of works that are under consideration for recommendation to acquire. The Committee member shall have five business days to respond to the Committee chair with approval, disapproval, or any comments regarding the works under consideration.

(3) In the case of offers of gifts, bequests, or permanent loans of fine art, the chair, working with designated Supreme Court staff, shall review gift, bequest, or

loan proposals and arrange a Committee site visit to view the work to be gifted, bequeathed, or loaned. If a Committee member is unable to attend a site visit, the Committee chair or designated Court staff will provide that member with an image, via email, of the work. The Committee member shall have five business days to respond to the Committee chair with approval, disapproval, or any comments regarding the work.

(4) Works of art recommended for acquisition by a majority of the Committee shall be presented to the Commission for consideration within ten business days after the work is identified. This may be done at a Commission meeting or by emailing an image of the work to the Commission members. A majority of a quorum of Commission members present at the meeting shall be required to recommend the acquisition of a work of art. If images are sent via email, votes shall be requested within five business days after receipt of the email, and a majority of the Commission members shall be required to recommend the acquisition of the work.

(5) The Commission shall make its recommendation to the Chief Justice and Justices of the Supreme Court within five business days of the decision to make a recommendation.

(6) In the case of a temporary loan of artwork to replace an out-going loan of artwork from the Supreme Court, the Committee chair and designated Court staff may accept the loan in accordance with the criteria and conditions set forth in division (B) of this guideline.

(7) In the case of all other temporary loans of artwork, the Committee chair, working with designated Court staff, shall review the work offered for loan to determine whether the work satisfies the criteria and conditions set forth in division (B) of this guideline. If a work satisfies the criteria and conditions set forth in division (B) of this guideline, the Committee chair shall arrange for the Committee to view the work through images or by other means. A work of art recommended by a majority of the Committee for acceptance on temporary loan shall be presented to the Commission for consideration within five business days after the work is identified. This may be done at a Commission meeting or by emailing an image of the work to the Commission members. A majority of a quorum of Commission members present at the meeting shall be required to recommend acceptance of the temporary loan. If images are sent via email, votes shall be requested within five business days after receipt of the email, and a majority of the Commission members shall be required to recommend acceptance of the temporary loan.

**(D) Framing and Signage.** The Commission shall use museum quality framing and employ museum standards for label copy and didactic panels.

**(E) Installation of Acquired Art.** When recommending the acquisition of art to the Commission, the Committee shall include a recommendation regarding the location in which the work will be installed, considering the environmental safety of the work. The Committee shall assign the following installation priorities: public meeting rooms; public conference rooms; Civic Center Drive lobby; and conference rooms and other areas within office suites. Areas not appropriate for the installation of artwork include: grand concourse; courtroom; meeting rooms 102 and 106; Front Street lobby; first floor elevator lobby; and Native American lobby. When recommending the acquisition of fine art to the Supreme Court, the Commission shall address the above installation considerations.

Effective: July 1, 2009

Amended Effective: March 1, 2010

***Guideline 36-3. Recordkeeping, Care, Inventory, Insurance, and Reappraisal of Fine Art at the Ohio Judicial Center.***

This guideline is adopted by the Supreme Court of Ohio on the recommendation of the Commission on the Ohio Judicial Center to govern the proper care and conservation of work in the permanent fine art collection at the Ohio Judicial Center. The Commission and Supreme Court of Ohio have an essential obligation to ensure the works of fine art are passed on to future generations in as good and safe a condition as possible using current knowledge and resources.

**(A) Recordkeeping.** The registration and recordkeeping for work in the permanent fine art collection at the Ohio Judicial Center is the responsibility of designated Supreme Court staff. The designated staff shall maintain accurate, up-to-date individual files on each work of fine art in the collection. For each work of fine art in the collection, the following information shall be documented:

- (1) The title and date of the work, the name of the artist, any provenance, research, or correspondence related to the work;
- (2) The means and date of acquisition;
- (3) A description of the work, including measurements, material, framing, and signage;
- (4) The location of the work at the Ohio Judicial Center;
- (5) The care activity, conservation treatment, and condition of the work;
- (6) The loan activity related to the work;
- (7) The documents related to deaccessioning of the work.

**(B) Care.** Each work of fine art shall be cared for using the highest standards of preventive conservation and kept in safe, secure, and appropriate environments.

**(C) Inventory.** The Supreme Court staff member designated to maintain records related to the collection shall conduct an annual inventory of the collection. A report of the annual inventory shall be provided to the Commission on the Ohio Judicial Center and the Director of Fiscal and Management Resources of the Supreme Court.

**(D) Insurance.** The Supreme Court shall procure appropriate insurance for each work of fine art in the collection.

**(E) Reappraisal.** Works in the permanent fine art collection at the Ohio Judicial Center shall be reappraised on an “as needed” basis, in the discretion of the designated Supreme Court staff member.

Effective: March 1, 2010

***Guideline 36-4. Access to the Fine Art Collection at the Ohio Judicial Center.***

This guideline is adopted by the Supreme Court of Ohio on the recommendation of the Commission on the Ohio Judicial Center to govern awareness of and access to the fine art collection at the Ohio Judicial Center. The Commission on the Ohio Judicial Center is responsible for advising the Supreme Court of Ohio with regard to the maintenance of the fine art collection at the Ohio Judicial Center and views this responsibility as including activities to promote and enhance awareness and understanding of the fine art in the permanent collection at the Ohio Judicial Center.

The Commission will support and encourage awareness and understanding of the fine art in the permanent collection at the Ohio Judicial Center through publications, programs, and web sites. The Commission will work with designated Supreme Court staff to provide access to the collection during business hours of the Ohio Judicial Center and by appointment. Arrangements to see the collection may be made by contacting the Civic Education Section of the Supreme Court.

Effective: March 1, 2010

***Guideline 36-5. Deaccessioning of Fine Art at the Ohio Judicial Center.***

This guideline is adopted by the Supreme Court of Ohio on the recommendation of the Commission on the Ohio Judicial Center to govern the deaccessioning of works in the fine art collection at the Ohio Judicial Center.

**(A) General Criteria for Deaccessioning.** The Commission shall give primary consideration for deaccessioning works of fine art at the Ohio Judicial Center for one or more of the following reasons:

- (1) The work of fine art has been damaged or has deteriorated and repair is impractical or unfeasible;
- (2) The work of fine art is incompatible with the collection;
- (3) The work of fine art is redundant.

**(B) Process for Deaccessioning.** The Commission shall employ the following process when recommending works of fine art for deaccessioning:

- (1) Deaccessioning shall be considered only after a careful and impartial evaluation of the work of fine art by the Art Acquisition Committee, working with designated Supreme Court staff and an art conservator or curator.
- (2) Supreme Court staff shall make reasonable efforts to notify any living artist or the estate of a deceased artist whose work is being considered for deaccessioning.
- (3) The Art Acquisition Committee shall make a recommendation to deaccession a work of fine art to the Commission. The recommendation may be made at a Commission meeting or by emailing an image of the work and an explanatory statement to the Commission members.
- (4) A majority of a quorum of Commission members present at the meeting shall be required to recommend the deaccessioning of a work of fine art. If an image of the work is sent via email, a majority of the Commission members shall be required to recommend the deaccessioning of the work within five business days after receipt of the email.
- (5) The Commission shall make its recommendation to the Chief Justice and Justices of the Supreme Court within five business days of the decision to make a recommendation.

**(C) Proceeds from Deaccessioning.** Any proceeds from deaccessioned works of fine art shall be deposited in the Ohio Judicial Center Foundation and used for the acquisition of other works of fine art.

Effective: March 1, 2010

### **OJC Reg. 37. Ohio Judicial Center Trust.**

The Commission on the Ohio Judicial Center may, upon the approval of the Supreme Court, establish a trust, foundation, or other appropriate nonprofit entity for the charitable public purpose of preserving the artistic, architectural, and historic integrity of the Ohio Judicial Center. The trust, foundation, or entity established by the Commission may contain artwork, monuments, memorials, awards, and other items of personal property suitable for display at the Ohio Judicial Center.

The Commission also may use the trust, foundation or entity to accept gifts, grants, bequests, or donations in furtherance of the purpose of the trust, foundation, or entity. Any gifts, grants, bequests, or donations received by the Commission shall be deposited in the trust, foundation, or entity and used exclusively for the purchase or commissioning of artwork, monuments, memorials, awards, and other items suitable for display at the Ohio Judicial Center.

Effective Date: July 1, 2005

## SECTION IV. MISCELLANEOUS REGULATIONS

### **OJC Reg. 38. Definitions.**

As used in these regulations:

(A) **“Demonstration”** means when one or more persons assemble to parade, picket, walk, or stand while displaying signs, banners, or placards, or distributing literature, pamphlets, or brochures of any type, or carry on oral chants, slogans, or solicitations of any kind or for any purpose.

(B) **“Historic Display Area”** means those areas of the Ohio Judicial Center that have artistic, architectural, or historic significance and which are set forth in Schedule A of these regulations. An area designated as an historic display area may also be designated as a public use area as set forth in Schedule B of these regulations.

(C) **“Invidious Discrimination”** means discrimination on the basis of sex, race, religion, or national origin, which is arbitrary, capricious, without reasonable foundation, or is otherwise of the general type and nature that would be unlawful discrimination if practiced in settings of public accommodation or employment.

(D) **“Ohio Judicial Center”** means the facility and attendant exterior grounds granted to the Supreme Court pursuant to Section 2 of Substitute House Bill 388 of the 125<sup>th</sup> General Assembly.

(E) **“Public Use Area”** means those areas of the Ohio Judicial Center that are intended for public use as governed by OJC Reg. 36(G)(2) and which are set forth in Schedule B of these regulations. An area designated as a public use area may also be designated as an historic display area as set forth in Schedule A of these regulations.

Effective Date: July 1, 2005

### **OJC Reg. 39. Title; Citation.**

These regulations shall be known as the Ohio Judicial Center Building and Grounds Regulations and shall be cited as “OJC Reg. \_\_\_\_\_.”

**OJC Reg. 40. Effective Date.**

These regulations shall be effective July 1, 2005.

Effective Date: July 1, 2005

Amended Effective: September 1, 2005; November 1, 2007

## **Schedule A**

### **Historic Display Areas**

1. Ground Floor – Native American Lobby
2. First Floor – Grand Concourse
3. First Floor – South Hearing Room (Room 102)
4. First Floor – West Hearing Room (Room 104)
5. First Floor – North Hearing Room (Room 106)
6. First Floor – Entry to Civic Education Section
7. First Floor – Staircases to Ground Floor
8. First Floor – Front Street Exterior Vestibule and Entry Portico
9. First Floor – Front Street Security Entrance
10. First Floor – Elevator Lobby
11. Eleventh Floor – Library Reading Room (Room 1114)
12. Eleventh Floor – Library Gallery Room (Room 1119)
13. Eleventh Floor – Library Circulation Area (Room 1123)
14. Thirteenth Floor – Elevator Lobby
15. North and South Plazas – Upper Terrace and Lower Fountain Levels

## **Schedule B**

### **Public Use Areas**

1. Ground Floor – Native American Lobby
2. First Floor – Grand Concourse
3. First Floor – Judicial Education Center (Room 101)
4. First Floor – South Hearing Room (Room 102)
5. First Floor – West Conference Room (Room 103)
6. First Floor – West Hearing Room (Room 104)
7. First Floor – North Hearing Room (Room 106)
8. First Floor – North Conference Room (Room 107)
9. First Floor – Taft Map Room (Room 108)
10. Second Floor – Dining Room
11. Third Floor – Courtroom (Room 312)
12. Third Floor – Courtroom (Room 374)
13. Fourth Floor – Courtroom (Room 474)