

COLORADO JUDICIAL DEPARTMENT

Office of the State Court Administrator

RALPH L. CARR JUDICIAL CENTER GROUNDS PERMIT

POLICIES AND PROCEDURES

Statement of Purpose

The purpose of these policies and procedures is to establish standards for the acceptance, processing, review and disposition of permit applications for demonstrations and special events on the grounds outside the Ralph L. Carr Judicial Center.

1.0 Definitions

- 1.1 “Administrator” means the State Court Administrator, or the State Court Administrator's designee.
- 1.2 “Commercial enterprise” means any activity that may be considered or reasonably interpreted as being for the advertisement, promotion, sale, or transfer of products or services, or the participation in a commercial venture of any kind.
- 1.3 “Event” includes picketing, speechmaking, marching, holding vigils or religious services, press conferences, historical reenactments, celebrations, entertainment, exhibitions, parades, fairs, pageants, sporting events, and all other similar activities which involve the communication or expression of views or ideas, engaged in by one or more persons, the conduct of which has the effect, intent, or propensity to draw a crowd or onlookers, but does not include casual use by visitors or tourists or activities by media as defined below.
- 1.4 “Event Coordinator” means the person who submitted the application, was granted the permit, and is responsible for returning the site to the way it was presented to them, including clean up and liability for any damage.
- 1.5 “Event Marshal” refers to those persons within the group or organization planning an event who are responsible for maintaining order within their group.
- 1.6 “Limitation” includes, but is not limited to, the size of a group.
- 1.7 “Media” means any news gathering or reporting agency and the individual persons working on behalf of the agency.
- 1.8 “Ralph L. Carr Judicial Center Grounds” refers to the area bounded by Broadway, 13th

Avenue, Lincoln Avenue, and 14th Avenue in the City and County of Denver that may be permitted for an event. Permitting shall only be allowed on the North side of the Grounds, facing 14th Avenue, and shall only be allowed in the green shaded area in the attached map. The Grounds shall not include the perimeter sidewalks (depicted in purple on the attached map)

- 1.9 Solicitation” means any in-person, face-to-face request or demand for monetary contributions or offers to sell expressive materials, such as bumper stickers or buttons, made to passers-by or members of the public in a continuous or repetitive manner.

2.0 General Requirements

- 2.1 All Event activities shall be conducted at the permitted location on the Ralph L. Carr Judicial Center Grounds. Permits do not extend into the buildings. No permits are required for the perimeter sidewalks.
- 2.2 Event activities shall not result in damage to or destruction of state property, including, but not limited to buildings, statues, fixtures, and landscaping.
- 2.3 All Event activities must align with the City and County of Denver’s curfew rules which prohibit Events occurring during the hours of 11:00 pm through 5:00 am every day.
- 2.4 Event activities shall only be conducted in the permitted area, shall provide undisturbed space between the south side of the columns and the entrance to the 14th street side of the Ralph Carr Judicial Center buildings to allow for ingress and egress, and shall not otherwise impede or block entrances or vehicle or pedestrian traffic into or around the buildings.
- 2.5 Electronic sound systems or amplification systems are not allowed.
- 2.6 It is the responsibility of any permitted group or organization to identify an Event Coordinator. The Event Coordinator must be present during the entire Event. If there are multiple Event Coordinators, a roster of all Event Coordinators must be provided prior to the Event. The roster must include the name of each Event Coordinator, their scheduled shift(s) and emergency contact telephone numbers, where they may be reached on-site during their shift(s).
- 2.7 It is the responsibility of any permitted group or organization to select one or more Event Marshals and inform them of the content of these regulations, law enforcement contacts, and any other conditions or limitations affecting the Event. Each Event Marshal must have identification provided by the Event Coordinator identifying them as an Event Marshal. Although it is not the Event Marshals' responsibility to conduct law enforcement duties, it is their responsibility to know who to contact regarding law enforcement needs.

- 2.8 It is the responsibility of any permitted group or organization to return the event site to the condition in which it was presented to them at the onset of the Event. Permitted groups or organizations are required to conduct adequate clean-up of the Event site on the same day as the permitted event, and remove any and all equipment, signage, garbage or other materials related to the Event. Failure to perform adequate clean-up may result in liability for damage, and/or denial of additional permits.
- 2.9 The Administrator may impose any other reasonable time, place, and manner restrictions deemed necessary for the protection and the safety of the participants, the public, occupants of the building and the State.

3.0 Ralph L. Carr Judicial Center Grounds

- 3.1 Permits will only be approved and issued for one Event at a time in the following location: the north side of the columns of the plaza area of the Ralph L. Carr Judicial Center facing 14th Avenue and bordered by Lincoln Avenue to the east and Broadway Avenue to the west.
- 3.2 Events and Solicitation may be conducted on the Ralph L. Carr Judicial Center Grounds only within the area defined by the permit and to the north of the columns at the 14th Street entrance to the Ralph L. Carr Judicial Center. Solicitation is not allowed on Ralph L. Carr Judicial Center Grounds except during a permitted Event. No other Solicitation is allowed on the Ralph L. Carr Judicial Center Grounds, except on the perimeter sidewalks.
- 3.3 No Commercial Enterprise is allowed on the Ralph L. Carr Judicial Center Grounds, except on the perimeter sidewalks.
- 3.4 Camping is not allowed on the Ralph L. Carr Judicial Center Grounds.
- 3.5 Nothing shall be attached to the Ralph L. Carr Judicial Center Grounds including, but not limited to rope, tape, stakes, and people.
- 3.6 All incendiary devices are prohibited on the Ralph L. Carr Judicial Center Grounds, excluding cigarette lighters.
- 3.7 There shall be no writing on the Ralph L. Carr Judicial Center Grounds or buildings including, but not limited to writings in chalk.
- 3.8 Any type of fencing, portable toilets, garbage receptacles and/or service are prohibited on Ralph L. Carr Judicial Center Grounds.

4.0 Permit Applications

- 4.1 Events may be conducted on the Ralph L. Carr Judicial Center Grounds only with a permit issued by the Administrator.
- 4.2 Applications to conduct an Event at the Ralph L. Carr Judicial Center Grounds must be submitted on the approved form. Applications will not be accepted more than 90 days nor less than 14 days before a proposed Event is scheduled to occur. Applications must be legible and complete, and on the approved form.
- 4.3 Applicants may apply for a waiver from the requirement of a minimum of 14-day notice prior to an event. The Administrator may grant a waiver if it appears that, under the circumstances, it will be possible to adequately protect the public safety, health, and welfare. To request a waiver, applicants must complete the “Request for Waiver of 14-Day Notification” section of the application.
- 4.4 The Administrator will approve or deny an application for an Event within 5 days of receipt of a legible and complete application.

5.0 Conflicting Applications

- 5.1 When more than one application for a permit is received on the same business day for the same date the following criteria will be used in the order listed to determine which request is granted:
 - 5.1.1 Events classified as “Historic Usage,” meaning the same applicant has been granted a permit at a particular date, time and location for more than five (5) consecutive years unless the date, time or location was changed by the Administrator due to a conflict.
 - 5.1.2 If the Historic Usage rule does not apply, conflicting applications submitted on the same business day requesting the same date for a permit shall be part of a lottery process.
 - 5.1.3 A lottery shall be conducted as follows: no later than 5 days after the conflicting applications are received, the Administrator, shall draw at random from the applications received for permits for the date at issue. Only one application per organization will be submitted for the drawing. The first application drawn at random shall be issued a permit and have first choice of the time slot, as specified in the application. The second application drawn at random shall be granted the permit for the second choice time slot available for the same day. This process shall continue until all applications are granted a time slot. If any of the applications for a permit on a given day indicate an unwillingness to conduct an Event in the remaining time slots available, the Administrator shall select another application for the remaining time slots at random, and continue in this fashion until the remaining available time slots are filled.

6.0 Permit Denials

A permit may be denied in writing by the Administrator on the following grounds:

- 6.1 The Administrator determines that the permit application is incomplete, or that the information submitted in the application is false or misleading.
- 6.2 A completed application for an Event for the same time and place has already been received from another applicant, and a permit has been or will be granted for the event. In such a case, an alternative date, if available, will be proposed by the Administrator.
- 6.3 The proposed Event is of such a nature that it cannot reasonably be accommodated in the particular area applied for or during the particular time applied for. In that case, the Administrator shall propose an alternate time or place to the applicant, if available for the activity, taking into account possible damage to the area, including trees, shrubbery, other plantings, installations and statues.
- 6.4 The individual, group or organization applying for an Event permit has previously held an Event which was not in compliance with any of the procedures contained herein.

7.0 Permit Revocation

- 7.1 A permit issued for an Event at the Ralph L. Carr Judicial Center Grounds is revocable if the permit holder or participants violate these regulations or the laws of the United States, State of Colorado or ordinances of the City and County of Denver in the course of the Event and the violation(s) pose a direct, immediate, and significant threat to public safety or public property.
- 7.2 During the conduct of an Event, the ranking law enforcement official in charge may revoke a permit if it reasonably appears that continuation of the Event is likely to incite or produce imminent lawless action. Law enforcement officials may direct counter-demonstrators to alternative locations in order to preserve the permit holder's privileges and to protect public health, safety, and welfare.

8.0 Cancellations

The permit holder must notify the Administrator 24 hours in advance of any cancellation of an Event. The Administrator may cancel a scheduled Event when necessary to protect public safety in the case of a threat to the Ralph L. Carr Judicial Center Grounds, as determined by the President, the Governor, the U.S. Department of Homeland Security, or the Colorado Office of Preparedness, Security, and Fire Safety.

9.0 Media Credentialing

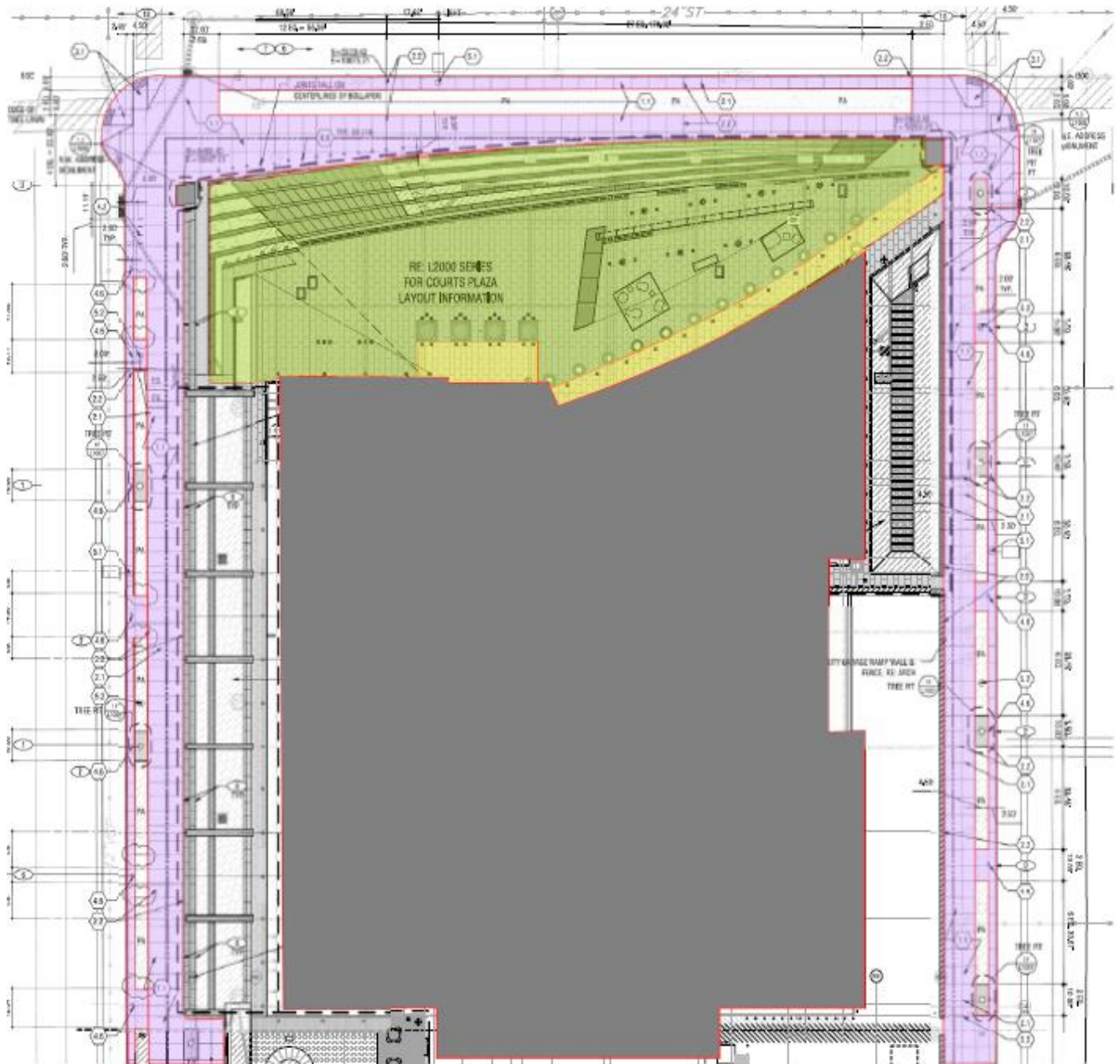
In order to report news on the Ralph L. Carr Judicial Center Grounds without need for an Event Permit, Media, as defined in Section 1.7 above, must apply for credentials with the Public Information Officer of the Administrator, or his or her designee. Any requests for expanded media coverage within a courtroom inside the Ralph L. Carr Judicial Building must still follow Public Access to Information and Records Rule 3 (P.A.I.R.R. 3).

10.0 Appeals

All appeals regarding denial, suspension, revocation, limitation, or modification of a permit shall be requested, provided, and conducted in accordance with the Colorado Rules of Civil Procedure (C.R.C.P.) 106(a)(4).

ALL DIMENSIONS PARALLEL TO CURB, JOINTS ARE PARALLEL AND PERPENDICULAR TO CURB

JOINTS ARE PARALLEL AND PERPENDICULAR WITH CURB



STREETSCAPE LAYOUT PLAN • NORTH

Scale 1/8" = 1'-0" NORTH