

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 26
(Revised November 10, 2020)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff
All Judges	Central Services
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Administrators	
All Clerks of Court	
All Magistrate Judges	
Law Libraries at Anchorage, Fairbanks, and Juneau	

SUBJECT: Use of Court Facilities

A. GENERAL

Pursuant to AS 22.05.025, the supreme court controls the occupancy and operations of all court facilities. A court facility means a state facility in which 75% or more of the net usable space is occupied by the court system and other justice-related agencies.

Requests for use of a court facility for a purpose unrelated to state business will be handled in conformance with this bulletin. Uses which could have a negative effect on the court's ability to function as a detached and neutral dispute-resolution institution will not be allowed. For example, use by political groups and advocacy groups will not be allowed. Use of court space for commercial purposes other than those uses allowed by statute is prohibited, with the exception of section B, below. This includes not allowing private mediators to use conference rooms. Usage of outdoor plaza space by non-court system entities is prohibited.

Two examples of uses that may be considered are:

1. Use of a public inside area (e.g., a large lobby area) by a non-profit organization for a social event. (No alcohol may be served.)
2. Use of court conference rooms for other than state-sponsored events.

Requests should be directed to the presiding judge or the judge who has been assigned administrative responsibilities for each court location. The judge will evaluate the request and make a recommendation about granting or denying the request to the administrative director. The administrative director will make the final decision based upon the propriety of the proposed use.

Requests will only be granted upon the following conditions:

1. The requestor must provide for building security in a manner acceptable to the administrative director; and
2. The requestor will execute an agreement to hold the court harmless from any liability which may result from the requestor's use. (See Appendix A for specific language.)
3. The requestor will agree to restore all spaces to their original condition and room configuration after its usage and appropriately clean and follow all instructions in the user agreements. The administrative director may also require proof of insurance or impose other conditions as the director considers appropriate.

B. USE FOR FILM INDUSTRY PURPOSES

Requests to use court facilities for film, documentary, commercial, and video productions will be considered by the Administrative Director in consultation with the supreme court. The use of court facilities for film industry purposes may be granted if:

1. the use will have no negative effect on the court's ability to function as a detached and neutral dispute-resolution institution;
2. the use will not significantly disrupt essential daily court activities, including case processing, case resolution, and court administration;
3. the use will have no detrimental effect on the safety, health, or welfare of any member of the public, including any court employee; and
4. the requestor and the court system enter a contract agreeing to the conditions and restrictions on the particular use.

Dated: November 10, 2020

/s/
Stacey Marz
Administrative Director

Originally Issued: March 26, 1986; revised January 15, 2002; October 1, 2011; July 12, 2018; and November 10, 2020.

APPENDIX A

_____ agrees to indemnify and hold harmless the Alaska Court System from all injury, loss, damage, liability, or expense incurred, suffered, or claimed by reason of _____ use of the premises, and agrees to defend any action that may be brought as a result of such injury, loss, damage, liability, or expense.