



Wyoming Supreme Court

Building Use Policy V2

Policy Approver(s)	Wyoming Supreme Court
Storage Location	WSC (\\courts.state.wy.us\dfsroot\Shares) (F:)\Court Administration Policies and Protocol\Wyoming Supreme Court
Policy Effective Date	January 10, 2025
Review Period	Every Three Years

I. PURPOSE

This policy governs the use of the Wyoming Supreme Court building.

II. POLICY STATEMENT

The Wyoming Supreme Court Building is dedicated to serving the citizens of Wyoming by providing the necessary and appropriate space for the operations of the Wyoming Judicial Branch. To maintain the security and essential functions of judicial work, the following guidelines are in place:

- A. Permitted Events:** The Wyoming Supreme Court Building shall not be available for events unless expressly approved by the State Court Administrator of the Wyoming Judicial Branch.
- B. Meeting Space Use:** Meeting spaces within the building are available during normal working hours exclusively for gatherings directly related to the work of the Judiciary and court-related functions. Express permission from the State Court Administrator of the Wyoming Judicial Branch is required for the use of these meeting spaces.

III. VISITOR EXPECTATIONS

All individuals visiting the Wyoming Supreme Court Building are required to check in upon arrival and check out upon departure. Visitors are expected to adhere to all policies and procedures posted at the building's entrance. Visitors cannot enter any secured/restricted area of the building without staff escort or approval.

The Security Operations Manager reserves the right to issue a Criminal Trespass Warning and/or escort individuals out of the building or ask them to leave for violations of these policies and procedures. Furthermore, any visitor engaging in harassing or disruptive behavior toward judicial branch employees or other visitors may also be escorted out or required to leave the premises.

Approved By:

Kate M. Fox
Kate M. Fox, Chief Justice

1/10/25
Date