Wyoming Supreme Court

Building Use Policy V3

Policy Approver(s)	Wyoming Supreme Court
Policy Effective Date **Version Effective Date**	June 1, 2017 October 15, 2026
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 Supreme Court Clerk is required for the use of meeting spaces.

C. Courtroom Use: Use of the Wyoming Supreme Court Courtroom must be expressly approved by the Supreme Court Clerk. In addition, a judicial officer or their designee must be available and present in the courtroom at all times during its use. Courtrooms shall not be used for any purpose without a judicial officer's oversight to preserve the integrity, security, and intended function of the space.

III. WEAPONS PROHIBITED

In accordance with Rule 6 of the Supreme Court of Wyoming, no dangerous weapon may be carried on the Wyoming Supreme Court's premises, except as provided in the Rule. Wyoming Supreme Court Security Officers and Wyoming Highway Patrol Troopers, when acting as Supreme Court Security Officers, are authorized to request that any persons carrying a dangerous weapon on the Supreme Court's premises relinquish the weapon. The weapon will be secured at the Court Security Office then returned to the person when he/she leaves the Supreme Court's premises, unless the Court Security Officer or Trooper to whom the weapon was relinquished determines

that other law enforcement personnel should be involved. If a person carrying a dangerous weapon refuses to relinquish the weapon, he/she shall be denied access to the Supreme Court Building.

As used in this policy, "dangerous weapon" means a firearm, explosive, incendiary material, or any other implement or device capable of being used as a deadly weapon, where such implement or device has no reasonable usage related to the conduct of government business.

IV. VISITOR EXPECTATIONS

All individuals entering the Wyoming Supreme Court Building through the front entrance 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 Building.

Approved By:

Lynne Boomgaarden 10/15/24

Lynne Boomgaarden, Chief Justice **Date**

Policy Review Sheet

Building Use Policy

Effective Date: 06.01.2017

Review Period: Every Three Years

Policy Amendment and/or Review History

Version ID	Date of Change/ Review	Reason
V1	08.16.2022	Annual Review – Chief Justice
V1	2023	Annual Review – Chief Justice
V1	2024	Annual Review – Chief Justice
V2	01.10.2025	Updated Language and Review Period – Chief Justice
V3	10.15.2026	Updated Language – Chief Justice