

**ADMINISTRATIVE ORDER**  
**OF THE**  
**JEFFERSON COUNTY COMMISSION**  
**07- 3**

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

**PURPOSE**

To establish a policy and procedure for the Jefferson County Commission to allow for private citizens' use of Jefferson County Courthouse facilities and property for public purposes.

**I. POLICY**

It shall be the policy of the Jefferson County Commission that use of designated public forum and all other areas in and around Jefferson County Courthouse facilities and property by private citizens shall be at the sole discretion of the County Commission subject to the procedures set forth herein. The proposed use must be for a public purpose. Any proposed use that may threaten Courthouse security, interfere with access to a Courthouse facility, impede the conduct of business or endanger persons or County property may be denied.

**II. DEFINITIONS**

The following definitions shall apply for purposes of this Order:

1. Courthouse Facilities – All of the Jefferson County Courthouse facilities consisting of:
  - a. Main Birmingham Courthouse and Parking Lot.
  - b. Bessemer Courthouse.

- c. All Satellite Courthouses (i.e. Center Point, Forestdale, Gardendale, Homewood).
2. Other Areas – All other Jefferson County property, real and/or personal, including, but not limited to, Cooper Green Hospital, Jefferson Rehabilitation and Health Center, Camp Ketona, Camp Bessemer, all Waste Water Treatment Plants, parking decks, etc.
3. Public Forum Area – That part of the interior or exterior of the Courthouse facility that is designated for public forum use. Only the following are designated as public forum areas: the outside Main Birmingham Courthouse steps.
4. Use – Any public purpose use of a designated public forum or other area such as a demonstration, protest, commercial use, entertainment, performance, religious ceremony, etc. by a private citizen.

### **III. PROCEDURE**

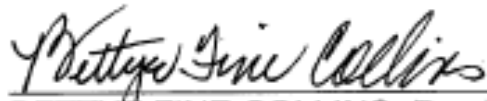
It is the responsibility of the Jefferson County Commission to maintain and keep secure all County property including Courthouse facilities under its jurisdiction. Any individual, group, organization or other legal entity desiring to use any public forum or other area as defined herein for a public purpose shall first complete and submit a written request to the Director of General Services (hereinafter “Director”) on the form prescribed herein. The Director shall approve or disapprove the request and shall specify the public forum or other location and time and duration of such use. In the event that there are any costs associated with the request, the Director shall so inform the applicant. In the event that the request is denied, the applicant may appeal the Director’s decision to the County Commission for determination. The County Commission may approve or disapprove the

request in its discretion.

**IV. EFFECTIVE DATE**

This Administrative Order shall be effective \_\_\_\_\_, 2007.

DONE and ORDERED at the Jefferson County Courthouse, this \_\_\_\_ day of  
September, 2007.



BETTYE FINE COLLINS, President  
Jefferson County Commission

APPROVED BY THE  
JEFFERSON COUNTY COMMISSION  
DATE: 10-2-07  
MINUTE BOOK: 154  
PAGE(S): 386-387

**JEFFERSON COUNTY, ALABAMA**  
**REQUEST FOR USE OF JEFFERSON COUNTY**  
**COURTHOUSE FACILITY FOR PUBLIC FORUM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street address required, P. O. Box unacceptable)

Phone No.: \_\_\_\_\_

Date: \_\_\_\_\_

**AREA OF COURTHOUSE PROPOSED FOR USE**  
(PLEASE SPECIFY THE COURTHOUSE AND LOCATION OF PROPOSED USE)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DURATION OF USE**  
(PLEASE SPECIFY START AND FINISH TIMES)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(IF YOU NEED MORE SPACE PLEASE ATTACH A SUPPLEMENT PAGE)

**PUBLIC PURPOSE OF REQUEST**

The reason(s) I desire to use a public area of the Jefferson County Courthouse is as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

APPROVED / DISAPPROVED \_\_\_\_\_  
DIRECTOR OF GENERAL SERVICES

NOTICE: IN THE EVENT THAT YOUR REQUEST IS DISAPPROVED YOU MAY APPEAL THE DIRECTOR'S DECISION TO THE JEFFERSON COUNTY COMMISSION WITHIN SEVEN (7) DAYS FROM THE DATE OF DISAPPROVAL BY PRESENTING A WRITTEN REQUEST TO THE JEFFERSON COUNTY MINUTE CLERK, ROOM 270, JEFFERSON COUNTY COURTHOUSE, 716 RICHARD ARRINGTON JR. BLVD. NORTH, BIRMINGHAM, ALABAMA 35203.