



REQUEST FOR THIRD-PARTY USE OF COURT FACILITIES FOR A CIVICS EDUCATION EVENT

INSTRUCTIONS: A third-party requesting the use of court facilities (the Requestor) for a civics education event must review, complete all fields, and sign this request form. Completed forms must be submitted to courtadmin@glenncourt.ca.gov **at least forty-five (45) days prior to the desired date of event.** *Incomplete or late submissions are not required or expected to be approved.* Upon receipt, staff will review the Request for completeness, process for approval, and determine any fees assessed. The Requestor will then be contacted for any clarifications, approval/denial, and next steps.

1. Name of Requestor: _____ Role/Title: _____

Email: _____ Phone Number: _____

2. Entity Name: _____ Phone Number: _____

Address: _____

Type of Entity: ☐ Education ☐ Government ☐ Non-Profit ☐ Private Entity ☐ Other _____

3. Name of Requested Court Facility: _____

Facility Address: _____

4. Civics Education Initiative. Request to conduct the following civics education event [required]:

- ☐ Mock trial, moot court, or other law-based competition.
- ☐ Courthouse field trip or tour.
- ☐ Legal/judicial ceremonial function.
- ☐ Training, educational workshop, or symposium regarding the administration of justice and issues of judicial branch-wide concern.

Description of event and intended use of facility: _____

- a. Will food and non-alcoholic beverages be provided at this event? ☐ No ☐ Yes

If yes, describe your plan for clean-up and waste removal. **Note: Alcohol is not permitted; and food and beverages are not allowed in courtrooms.**

- b. Describe all posters or signs, special lighting, and furniture or equipment that will be used at the location for the event: _____

- c. List any additional information pertaining to this event not addressed above: _____

5. Event Schedule. List all dates/times requested for entire use (including any set-up and clean-up):

Date: _____ from: _____ a.m./p.m. to _____ a.m./p.m. Date: _____ from: _____ a.m./p.m. to _____ a.m./p.m.
Date: _____ from: _____ a.m./p.m. to _____ a.m./p.m. Date: _____ from: _____ a.m./p.m. to _____ a.m./p.m.
Date: _____ from: _____ a.m./p.m. to _____ a.m./p.m. Date: _____ from: _____ a.m./p.m. to _____ a.m./p.m.

6. Number of courtrooms requested: _____ Number of conference rooms requested: _____

Will the number of rooms needed change for any day of this request? ☐ No ☐ Yes

(If yes, attach a separate sheet listing each date with the requested number of rooms.)

7. Describe other areas of the court building or grounds requested: _____

8. Expected number of participants: _____

AGREEMENT. If request is approved, the Requestor must enter into the Glenn County Superior Court's License Agreement and must submit all required items (e.g., Certificates of Insurance) prior to commencing use.

PAYMENT. For approved civics education events, full payment of any fees (security, custodial, etc.) must be made within five (5) days of executing the License Agreement.

SIGNATURE AND ACKNOWLEDGEMENT

By signing, the Requestor hereby acknowledges/agrees that it has **reviewed and understands** the Request Form and Third-Party Use Policy; warrants that all information indicated on the Request Form is **true and correct**; and **agrees to comply** with all requirements, rules, and policies for third-party use of court facilities. The Requestor also acknowledges/agrees to pay all costs associated with this event as will be determined by the Court; to provide a certificate of insurance as evidence that all required insurance is in full force and effect; and to provide any additional information and complete any necessary forms related to the issuance of a License for the special use of court facilities for a civics education event.

Signature: _____

Title: _____

Print Name: _____

Date: _____

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COURT REVIEW AND AUTHORIZATION

Requested use has been reviewed by the court and authorization for this civics education event is:

☐ Approved

☐ Approved with modifications/limitations on the requested use as outlined below:

☐ Not Approved

Name of room(s)/courtroom(s) approved for event: _____

Requested facility's normal business hours of operation: _____ a.m. to _____ p.m.

Is this a court-sponsored event? ☐ YES ☐ NO

Have security arrangements been confirmed? ☐ YES ☐ NO ☐ N/A ☐ Pending

Have janitorial arrangements been confirmed? ☐ YES ☐ NO ☐ N/A ☐ Pending

Has the court determined that there will be costs association with this event?

☐ YES, costs outlined below. ☐ NO ☐ N/A ☐ Pending

Authorizing Signature: _____
Court Executive Officer or Designee

Date: _____