



Thank you for your interest in the use of court facilities. The Judicial Council is the policymaking body of the California courts, and its staff is responsible for the oversight and management of all court facilities including third-party uses.

A third party requesting the use of court facilities (the Applicant) must review, complete, and sign this Application.

**Completed Applications must be submitted to JCCThirdPartyUse@jud.ca.gov
AT LEAST FORTY-FIVE (45) DAYS PRIOR TO THE REQUESTED USE'S COMMENCEMENT.***

* See page 2 for more information on civics education initiative (CEI) event requests handled by the local court administration.

INSTRUCTIONS TO THE APPLICANT

- ☐ STEP 1. **REQUIREMENTS.** Review this Application in full, including the basic terms on **page 2**, to become familiar with the requirements and conditions applicable to your request. See also the Judicial Council's *Policy for Third-Party Uses of Court Facilities* at <https://courts.ca.gov/system/files/file/policy-third-party-uses-court-facilities.pdf> (the Third-Party Use Policy).
- ☐ STEP 2. **GENERAL.** Every Applicant must complete all fields on **page 3** to provide general information and details.
- ☐ STEP 3. **EVENTS.** Applicants for Events (including filming) must complete all fields on **page 4** to provide details on the requested Event. See page 2 to determine whether your request is for an Occupancy or Event.
- ☐ STEP 4. **FILMING.** Applicants requesting a use involving filming of any kind must review and complete all fields on **page 5** to provide details on the requested filming.
- ☐ STEP 5. **SIGN.** An authorized representative of the Applicant must sign this **page 1**, below.
- ☐ STEP 6. **SUBMISSION.** Submit the completed Application a minimum of forty-five (45) days prior to the requested use's commencement. *Late submissions are not required or expected to be approved.*
- ☐ STEP 7. **REVIEW.** Upon receipt, Judicial Council Facilities Services Real Estate will review the Application for completeness, process for approval, and determine any fees to be assessed. The Applicant will then be contacted for any clarifications, approval/denial, and next steps.
- ☐ STEP 8. **AGREEMENT.** Applicants whose request is approved must enter into the Judicial Council's License Agreement and should submit all required items (e.g., Certificates of Insurance) prior to commencing the use.
- ☐ STEP 9. **PAYMENT.** For approved Events, full payment of any fees must be made within five (5) days of executing the License Agreement; for approved Occupancies, applicable fees shall be made in accordance with the License Agreement.

ACKNOWLEDGEMENT

*By marking the checkbox, the Applicant hereby acknowledges/agrees that it has **reviewed and understands** the Application and the Third-Party Use Policy; warrants that all information indicated in the Application is **true and correct**; and **agrees to comply** with all requirements, rules, and policies for the third-party use of court facilities.*

Print Name: _____

Title: _____

Date: _____

For questions, assistance, FAQs, and other inquiries regarding third-party uses of court facilities or this Application, please contact **Judicial Council's Facilities Services Real Estate** at JCCThirdPartyUse@jud.ca.gov.

**REQUIREMENTS AND CONDITIONS FOR THIRD PARTIES' USE OF COURT FACILITIES**

GENERAL PRINCIPLES. Any third-party use of court facilities must be consistent with the business use of the court facilities including maintaining the orderly conduct of court business in a neutral forum, free of actual or perceived partiality, and avoiding any appearance of bias, prejudice, or favoritism.

Third parties include any person, private entity, organization, firm, business, agency, public entity, non-profit entity, law enforcement agency, or group other than the Judicial Council, courts, and their officers, employees, and staff.

Court facilities include any building or other property managed by the Judicial Council or under its control, along with any surrounding curtilage, rooftops, and parking areas. (See also Gov. Code § 70301(d).)

Approval considerations include the safety and security of persons and property; judicial decorum and order; and the avoidance of any impairment, disruption, or distraction to the administration of justice or to the business of the Judicial Council, court, its personnel, jurors, litigants, and other users of court facilities.

TYPES OF USE. Third-party uses of court facilities are either Events or Occupancies.

	Your request is an Event if it is:	Your request is an Occupancy if it is:
General	A short-term or special use of court facilities and is of limited duration	A long-term or on-going use of court facilities
Occurrence	On a single day or a reoccurring series of days (e.g., four straight days, two consecutive Saturdays, etc., but not more than a total of fourteen (14) days)	A continuous, regularly occurring, and/or long-term use of court facilities (e.g., a third party's standing occupancy of space within the court facilities during its or the court's normal business hours)
Distinction	Not a continuous or steady use of court facilities; does not occur repeatedly or at regular intervals (e.g., each instance of an annually held event is a separate event)	Not a one-time, special, intermittent, or fleeting use of court facilities
Examples	Ceremonial functions, mock trials, tours, field trips, educational workshops, trainings, symposiums, and commercial filming	Public or non-profit entity office space, self-help and volunteer centers, law libraries, news media workstations, and children's waiting areas

CEI EVENTS. A civics education initiative (CEI) includes one of the following specific types of events having an educational or community outreach purpose: (i) mock trial, moot court, and other law-based competitions; (ii) courthouse field trips and tours; (iii) legal/judicial ceremonial functions; and (iv) trainings or educational workshops and symposiums regarding the administration of justice and issues of branch-wide concern. Each court is delegated the authority to oversee and manage CEI event requests; a court exercising the delegation may implement its own application and/or review process without requiring this Application or Judicial Council staff approval. *Third parties should contact the specific court directly for CEI event requests.*

GENERAL CONDITIONS. Third-party uses of court facilities are subject to, among other requirements, the following conditions:

- Complying with all laws and rules
- No alcoholic beverages
- Obtaining all required permits/licenses
- Providing own equipment and personal property
- No food or drinks in courtrooms
- No unauthorized alterations or improvements
- No smoking, drugs, gambling, or weapons of any kind
- Complying with all health, safety, and security requirements
- Reimbursing all incurred costs (custodial, security, repairs, etc.)
- Indemnifying the Judicial Council and court
- Being subject to the Judicial Council's termination of the use
- Completing any required background checks

INSURANCE REQUIREMENTS. All third parties are required to have satisfactory insurance (with coverage/limits based on the type of use including general liability, commercial auto, workers' compensation, and employer's liability) that names the Judicial Council and court as additional insureds. Specific requirements shall be provided during the application process.



GENERAL INFORMATION

1. APPLICANT AND CONTACT INFORMATION

Applicant Name: _____ Role/Title: _____
Entity Name: _____ Entity Type: _____
Phone: (_____) _____ – _____ Email: _____
Address: _____ City: _____
State: _____ Zip Code: _____ Federal Tax ID: _____

2. REQUESTED COURT FACILITIES

Facility Name: _____ Space Type: _____
Address: _____ City: _____
Description (No. of courtrooms/conference rooms, Floor, etc.): _____

3. REQUESTED USE

General Description of Use:

Purpose / Services:

Describe any contracts with the court/Judicial Council to provide services related to the use. ☐ N/A

Describe how the requested use might support court operations for the administration of justice. ☐ N/A

Provide any additional information that will help in reviewing this request.

4. REQUESTED DURATION AND FREQUENCY

Use Frequency: _____ Requested Commencement Date: _____
Expected End Date: _____ Or Ongoing Until Terminated ☐
Days of Use: Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun. ☐ Hours of Use: _____ to _____

IF THE REQUESTED USE IS FOR AN EVENT (INCLUDING FILMING),  TO PAGE 4 TO COMPLETE YOUR APPLICATION;

IF THE REQUESTED USE IS FOR AN OCCUPANCY,  HERE. SIGN AND SUBMIT YOUR COMPLETED APPLICATION.



EVENT INFORMATION

5. EVENT INFORMATION

Name of Event: _____ Estimated Total Attendance: _____

Is this event a civics education initiative? _____

Describe the Event:

Describe how the requested Event might relate to the administration of justice. ☐ N/A

6. EVENT DETAILS AND SCHEDULE

Indicate all dates/times for entire use (including any set-up, clean-up, and scouting) and specify requested areas:

	Date	Start Time	End Time	# of Courtrooms	# of Conf. Rooms	# of Parking Spaces	Other Requested Areas
1							
2							
3							
4							
5							
6							
7							

Will food or beverages be served? ☐ Yes ☐ No

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.

Will the Event include filming of any kind? ☐ No ☐ Yes (if Yes, review and complete page 5)

Describe all posters or signs, special lighting, and furniture or equipment that will be used at the location for the Event.

Will the Event require or include any access restrictions (e.g., street or entry closures)? ☐ Yes ☐ No

If yes, describe in detail.

IF THE REQUESTED EVENT INCLUDES FILMING,  TO PAGE 5 TO COMPLETE YOUR APPLICATION;

IF THE REQUESTED USE IS FOR AN EVENT WITHOUT FILMING,  HERE. SIGN AND SUBMIT YOUR COMPLETED APPLICATION.



FILMING INFORMATION

For all Events that include filming of any kind, review and complete the following as applicable.

COMMERCIAL FILMING REQUEST. Includes the use court facilities for commercial filming by any means (film, electronic, magnetic, digital, or other recording of an image) for a market audience and/or with the intent of generating income. Examples include feature film, videography, television/web broadcast, documentary, or any other similar project, production, or shoot.

- Commercial filming is **not permitted at operating (open) court facilities**.
- Commercial filming **may be permitted at non-operating (closed) court facilities** upon proper, prior approval.
 - The broadcasting of the court seal, court/building name, judicial officers/staff, jurors, litigants, court users, other certain court images is never permitted, and other limitations as may be specified.
 - Approval considerations will include limitations on the capacity and availability of accommodating the filming request.

Contact Judicial Council's Facilities Services Real Estate for further information on commercial filming including available sites.

ANCILLARY/INCIDENTAL FILMING REQUEST. Includes ancillary, incidental, or non-commercial filming during an otherwise-permissible use of court facilities. Examples include filming a student mock trial/moot court competition for record-keeping purposes; filming witness testimony training (e.g., law enforcement, juveniles, etc.) specifically for the third party's educational purposes and not for commercial distribution (as compared to the filming of resources/aides for jury selection marketed to private firms for purchase); and the filming of swearing-in or award ceremonies related to the administration of justice.

7. COMMERCIAL / ANCILLARY FILMING

What type of filming is included in the requested Event? ☐ Commercial Filming ☐ Ancillary/Incidental Filming

Project Title: _____

On-Site Manager/Director: _____ Contact Number: (____) ____ - _____

Detailed Description:

Overview of Scenes to Be Filmed:

Will the filming involve:	Yes	No	Detailed Description
Weapons / firearms and, if yes, real or props?	☐	☐	
Stunts / special effects?	☐	☐	
Drones / aircrafts?	☐	☐	
Animals?	☐	☐	
Pyrotechnics?	☐	☐	



HERE. SIGN AND SUBMIT YOUR COMPLETED APPLICATION.

****COURT USE ONLY******A. COURT REVIEW**

Requested Use Reviewed by: _____ Date: _____

Does the Court approve of the requested third-party use? ☐ Yes ☐ Yes, as Modified Below ☐ No

Please describe any modifications/limitations on the requested use.

B. APPROVED LOCATION(S)

Facility Name: _____ Facility ID No.: _____ - _____

Address: _____ City: _____

Specific Locations (Building Floors, Dept./Room Numbers, etc.):

C. EVENT DETAILS (IF APPLICABLE)

Arrangements Required for:	Yes	Pending	No	Third-Party to Reimburse Costs	Description
Security	☐	☐	☐	☐	
Cleaning & Custodial	☐	☐	☐	☐	
Other: _____	☐	☐	☐	☐	

D. MISCELLANEOUSDoes the request include any after-hours use? ☐ Yes ☐ NoIs the Court allowing the third-party to use any Court property (e.g., chairs, tables, IT/AV equipment, etc.)? ☐ Yes ☐ No

If yes, please describe.

Does the Court approve of any requested alterations, improvements, or modifications to the space? ☐ Yes ☐ No

If yes, please describe.

*By marking the checkbox, the Court Representative hereby
acknowledges/agrees to the foregoing on behalf of the Court.*

Print Name: _____ Title: _____ Date: _____

UPON COMPLETION, PLEASE SUBMIT THE APPLICATION TO JUDICIAL COUNCIL FACILITIES SERVICES REAL ESTATE AT

JCCThirdPartyUse@jud.ca.gov.

****JUDICIAL COUNCIL USE ONLY******E. REAL ESTATE REVIEW**

Requested Use Processed by: _____ Date: _____

REQUEST APPROVED? ☐ YES ☐ NO ☐ CANCELLED

Building Name: _____ Approx. Square Footage: _____ Facility ID No.: _____ - _____

Occupancy Supp. Ct. Operations? ☐ Yes ☐ No ☐ N/A or Event Relates to Just. Admin.? ☐ Yes ☐ No ☐ N/ABond-Funded Facility? ☐ Yes ☐ No If event is CEI, administered by _____

Special Circumstances / Notes:

F. APPLICABLE FEES

Occupancy Rates		Geographic Market No.	Starting Monthly Rate	Monthly Fee Total	Description / Notes
1. Supports Ct. Ops.	☐	N/A	No Fee	No Fee	
2. Public / Not-Profit	☐		\$____ / sq. ft.	\$____	
3. Private	☐		\$____ / sq. ft.	\$____	
4A. Food Service	☐		____% of Sales	N/A	
4B. Rooftop	☐		\$____ / mo.	\$____	
4C. Parking	☐		\$____ / sp.	\$____	
4D. Access / Other	☐		\$____	\$____	

Event Rates		Daily Rate	Total Fee	Description / Notes
A. Relates to Justice	☐	No Fee	No Fee	
B. Not Relates	☐	Full: \$____ Half: \$____	\$____	
C. Comm. Filming	☐	Scout: \$____ Film: \$____	\$____	

Charges	Total Fee	Description / Notes
Reimbursement to Court: Access ☐ Custodial ☐ Security ☐	\$____	
Reimbursement to JCC: Access ☐ Custodial ☐ Security ☐	\$____	

Approved by: REAL ESTATE: _____ ☐ FAC OPS: _____

App. #

Title: _____ ☐ QC: _____
Date: _____ ☐ RMU: _____