

Judicial Council of California

**Facilities Services**

**455 Golden Gate Avenue, San Francisco, CA 94102-3688**

# APPLICATION FOR REVOCABLE LICENSE FOR THE USE OF REAL PROPERTY

(Must be submitted at least 30 days in advance of desired date of event)

**INSTRUCTIONS**: Complete this form and submit via e-mail to your court contact at:

1. Name of Applicant:       Phone number:

Email:       Fax number:

2. Organization name:       Phone number:

Organization address:

Type of organization: [ ]  Education [ ]  Government [ ]  Non-Profit [ ]  Private Entity [ ]  Other

3. Name of requested court facility:

 Court facility address:

4. Describe the intended use of the facility:

1. Will food and non-alcoholic beverages be provided at this event? [ ]  No [ ]  Yes

If yes, describe your plan for clean-up and removal of waste generated by the event. **Food and beverages are not allowed in courtrooms.**

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1. Describe and/or list any posters and signs, special lighting, and furniture or equipment that you will bring to the location:

1. List any additional information pertaining to this event not addressed above:

5. Date(s) / Time(s) (including set up and clean up) requested: (*If this is a recurring event, please attach a separate sheet with a schedule for the calendar year*). **NOTE: A minimum License Fee of $200 per day, per facility (which may or may not include parking lots and structures) may be charged for requested use. In addition, the Court may impose fees related to security and janitorial services. For commercial uses, the license fee will be determined upon review of the application. Fees are due a minimum of five (5) days prior to the first date of use.**

Date:       from:        to        Date:       from:       to

Date:       from:       to       Date:       from:       to

Date:       from:       to       Date:       from:       to

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

9. Will this event involve filming? [ ]  Yes [ ]  No

1. Name of filming project:
2. Type of production: [ ]  Feature [ ]  Commercial [ ]  TV [ ]  MOW\* [ ]  Reality TV [ ]  Music Video [ ]  Still

 [ ]  Student [ ]  Documentary [ ]  Educational [ ]  Public Awareness

 [ ]  Training/Instruction [ ]  Other

\*(Movie of the Week/Made for TV Movie)

1. Number of shoot days:
2. Describe in detail the scenes to be filmed:

1. List all equipment to be brought to the court facility with description of electrical needs:

I agree to pay the costs associated with this event as will be determined by the court and the Judicial Council of California and to provide a certificate of insurance as evidence that all required insurance is in full force and effect, and will provide any additional information and complete any necessary forms related to the issuance of a Revocable License for the Use of Real Property.

Signature:       Date:

 (Electronic typed name indicates signature)

Title:

[Click here to view interim policy for 3rd party use of court facilities.](http://www.courts.ca.gov/xbcr/cc/interim_policy_trial_courts_3rd_party_use.pdf)

**COURT USE ONLY**

**Court to email this application to the Facilities Services Event Licenses mailbox at:** **jcceventlicenses@jud.ca.gov****.**

**Modifications or Restrictions (explain):**

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

**Is this a court-sponsored event?** [ ]  YES [ ]  NO

**Is this request for use of the facility during non-business hours?** [ ]  YES [ ]  NO

**Have security arrangements been confirmed?** [ ]  YES [ ]  NO [ ]  N/A [ ]  Pending

**Have janitorial arrangements been confirmed?** [ ]  YES [ ]  NO [ ]  N/A [ ]  Pending

[ ]  Court will collect the fee from Licensee Make check payable to:

[ ]  Licensee will mail the fee to the Judicial Council **STATE OF CALIFORNIA, JUDICIAL COUNCIL**

Mail to:

Judicial Council of California

 Facilities Services

 Attn: Event Licenses

 455 Golden Gate Avenue, 8th Floor

 San Francisco, CA 94102-3688

**APPROVED**

By:       Date:

 Court Executive Officer or Designee

 (Electronic typed name indicates signature)

 (Printed name if not typed above)

**JUDICIAL COUNCIL USE ONLY**

**Building Name:**       **Building ID:**

**County of**       **Oracle ID:**

**Modifications or Restrictions (explain):**

**$200 License Fee applies for each day of use**: [ ]  YES [ ]  NO

 **# of Days** **Total License Fee $**

**Fee for commercial use $**

**APPROVED**

Facilities Operations Supervisor Date Manager, Real Estate Date

(Electronic typed name indicates signature) (Electronic typed name indicates signature)