



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

INSTRUCTIONS: A third-party requesting the use of court facilities (the Requestor) for a civics education initiative event must review, complete all fields, and sign this request form. Completed forms must be submitted to admin@nccourt.net **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 initiative event
☐ 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 branch wide concern

4. Civics Education Initiative (cont.)

Description of event and intended use of facility:

5. Event Details:

Note: Alcohol is not permitted; Food and beverages are not allowed in courtrooms.

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

If yes, describe your plan for clean-up and waste removal:

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

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

6. Event Schedule

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

Date	Start Time (AM/PM)	End Time (AM/PM)	Courtroom	Conference Room	Other Room/Area
			☐	☐	
			☐	☐	
			☐	☐	

7. Expected number of participants: _____

AGREEMENT. If request is approved, the Requestor must enter into the Nevada 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 initiative 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: _____ Print Name: _____

Title: _____ Date: _____

****COURT USE ONLY****

COURT REVIEW AND AUTHORIZATION

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 associated with this event?

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

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

☐ Approved

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

☐ Not Approved

Approved room(s) and facility space(s): _____

Approved hours of facility use: _____

Authorizing Signature: _____ Date: _____
(Court Executive Officer or Designee)