



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO

## APPLICATION FOR THIRD PARTY USE OF COURT FACILITIES

**INSTRUCTIONS:** Save, attach, and submit this form via email to: [desmith@sb-court.org](mailto:desmith@sb-court.org). This email address can only be used to submit this form; any other correspondence will not be processed. Or return completed application to the San Bernardino Superior Court Executive Office – 247 W. Third Street, 11<sup>th</sup> Floor, San Bernardino, CA 92415. *Attach additional pages if necessary and all supporting documentation.* Submit at 30 days in advance of the desired date of use. See Policy for Third Party Use of Court Facilities for additional information.

1. Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax number: \_\_\_\_\_

Address: \_\_\_\_\_

2. Organization name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Organization address: \_\_\_\_\_

Type of organization: \_\_\_\_\_

If the organization has a court employee contact, please answer the following:

Employee name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job title: \_\_\_\_\_ Court Location: \_\_\_\_\_

3. Court location requested:  Barstow  Fontana  Joshua Tree  Juvenile Delinquency

Juvenile Dependency  Rancho Cucamonga  San Bernardino Child Support

San Bernardino Historic  San Bernardino Justice Center  Victorville

Other (Explain): \_\_\_\_\_

Number of conference rooms requested: \_\_\_\_\_ Number of courtrooms requested: \_\_\_\_\_

Will the number of rooms needed change for each day of this request?  No  Yes (If the number of rooms needed is different for each day of this request, attach a sheet of paper listing each date and the requested number of rooms.)

Is the Jury Room requested:  No  Yes If "yes," time: (from) \_\_\_\_\_ a.m./p.m. (to) \_\_\_\_\_ a.m./p.m.

Any other area of the court requested: \_\_\_\_\_

Date(s) / Time(s) requested (complete a new form for each month, but if recurring, see below):

Date: \_\_\_\_\_ Time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Date: \_\_\_\_\_ Time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Date: \_\_\_\_\_ Time (from): \_\_\_\_\_ a.m./p.m. (to): \_\_\_\_\_ a.m./p.m.

Is this request recurring?  No  Yes If "yes," please explain: \_\_\_\_\_

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

4. Expected number of participants: Court employees: \_\_\_\_\_ Non-court employees: \_\_\_\_\_

Describe the intended use of the facility:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_ Electronic printed signature

EXECUTIVE OFFICE USE ONLY

Date Received / Initials: \_\_\_\_ / \_\_\_\_

Request for use of facilities is:  Denied  Granted  Granted with modifications or restrictions listed below:

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

Availability of requested room(s)/courtrooms) to be determined.

Date: \_\_\_\_\_  
\_\_\_\_\_ Electronic printed signature

Comments:

Requestor to be responsible for any damage, all clean up, and returning room to original configuration.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_