



**Judicial Council of California
Administrative Office of the Courts
Office of Court Construction and Management
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: Save, attach, and submit this form via email to: Executive.Office@SDCourt.ca.gov. This email address can only be used to submit this form; any other correspondence will not be processed. *Attach additional pages if necessary and all supporting documentation.* See Interim Policy for Third Party Use of Superior Court Facilities.

1. Name of Applicant: _____ Phone number: _____
Email: _____ Fax number: _____
Address: _____
2. Organization name: _____ Phone number: _____
Organization address: _____
Type of organization: ☐ Education ☐ Government ☐ Non-Profit ☐ Private Entity ☐ Other
3. Name of requested court facility: ☐ 37-A1 County Courthouse ☐ 37-A2 Hall of Justice ☐ 37-B1 Madge Bradley
☐ 37-C1 Kearny Mesa ☐ 37-D1 Family Court ☐ 37-E1 Juvenile Court ☐ 37-F1 North County - South Bldg
☐ 37-F2 North County - North Bldg ☐ 37-H1 South County ☐ 37-I1 East County
4. Describe the intended use of the facility: _____

 - a. 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.**

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

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

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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 \$200 License Fee per facility (including parking lots and parking structures), applies for daily use outside of normal business hours. In addition, the Court may impose fees related to security and janitorial services. Commercial uses are subject to payment of additional fees (amount to be determined upon application).**

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

a. Name of filming project: _____

b. 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)

c. Number of shoot days: _____

d. Describe in detail the scenes to be filmed: _____

e. 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 AOC and to 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.](#)

COURT USE ONLY

Court to email this application to the OCCM Event Licenses mailbox at: occmeventlicenses@jud.ca.gov or submit via fax to: Sarah Sanchez, Sr. Real Estate Administrative Coordinator at 415-865-4694 *new*.

☐ APPROVED ☐ NOT APPROVED ☐ APPROVED WITH MODIFICATIONS OR RESTRICTIONS LISTED BELOW:

Modifications or Restrictions (explain): _____

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

Requested facility's normal business hours of operation: 8:00 a.m. to 5:00 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

- ☒ AOC License Fee to be collected by Court
☐ AOC License Fee to be mailed directly by Licensee

Check should be made payable to:
**Judicial Council of California,
 Administrative Office of the Courts**

Check should be mailed to:
 Administrative Office of the Courts
 Office of Court Construction and Management
 Attn: Sr. Real Estate Administrative Coordinator
 455 Golden Gate Avenue, 8th Floor
 San Francisco, CA 94102-3688

By: _____
 Court Executive Officer or Designee
 (Electronic typed name indicates signature)

Date: _____

AOC USE ONLY

Building Name: _____
 County of _____

Building ID: _____
 Oracle ID: _____

☐ APPROVED ☐ NOT APPROVED ☐ APPROVED WITH MODIFICATIONS OR RESTRICTIONS LISTED BELOW:

Modifications or Restrictions (explain): _____

\$200 AOC License Fee for after hours use applies: ☐ YES ☐ NO
\$_____ fee to be applied for commercial use: ☐ YES ☐ NO

 District or Area Supervisor
 (Electronic typed name indicates signature)

 Date

 Real Estate Unit
 (Electronic typed name indicates signature)

 Date