



**Judicial Council of California  
Facilities Services  
455 Golden Gate Avenue, San Francisco, CA 94102-3688**

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**APPLICATION FOR REVOCABLE LICENSE FOR THE USE OF REAL PROPERTY**  
(Must be submitted at least 30 days in advance of desired date of event)

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**INSTRUCTIONS:** Complete this form and submit via e-mail to your court contact at: [Executive.Office@SDCourt.CA.Gov](mailto: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. For further questions, please see [Interim Policy for Third Party Use of Superior Court Facilities](#) and [Sample Certificate of Insurance](#).

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:  37-A2 Hall of Justice  37-C1 Kearny Mesa  37-E1 Juvenile Court  
 37-F1 North County – South Building  37-F2 North County – North Building  37-H1 South County  
 37-I1 East County  37-L1 Central Courthouse
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 minimum License Fee of \$200 per day, per facility (which may or may not include parking lots and structures) may apply. In addition, the Court may impose fees related to security and janitorial services. 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

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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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.](#)

**COURT USE ONLY**

Court to email this application to the Facilities Services Event Licenses mailbox at: [icceventlicenses@jud.ca.gov](mailto:icceventlicenses@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
- Licensee will mail the fee to the Judicial Council

Make check payable to:  
**STATE OF CALIFORNIA, JUDICIAL COUNCIL**  
 Mail to:  
 Judicial Council of California  
 Facilities Services  
 Attn: Event Licenses  
 455 Golden Gate Avenue, 8<sup>th</sup> Floor  
 San Francisco, CA 94102-3688

**APPROVED**

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

Date: \_\_\_\_\_

**JUDICIAL COUNCIL USE ONLY**

Building Name: \_\_\_\_\_  
 County of \_\_\_\_\_

Building ID: \_\_\_\_\_  
 Fi\$Cal Service Location: \_\_\_\_\_

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  
 (Electronic typed name indicates signature)

\_\_\_\_\_  
 Senior Facilities Analyst    Date  
 (Electronic typed name indicates signature)