



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE  
APPLICATION FOR THIRD PARTY USE OF COURT FACILITIES**

**FA001**

**INSTRUCTIONS:** Return completed application to the Riverside County Superior Court Executive Office, 4050 Main Street, Riverside, CA 92501. You may also fax the completed forms to (951) 777-3164 or e-mail to [CourtExecutiveOffice@riverside.courts.ca.gov](mailto:CourtExecutiveOffice@riverside.courts.ca.gov). Attach additional pages, if necessary, and all supporting documentation. Submit at least 30-days in advance of the desired date of use. See attached application process for additional information.

1. Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Address: \_\_\_\_\_

2. Organization name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
E-mail (if different from above): \_\_\_\_\_  
Organization address: \_\_\_\_\_  
Type of organization: \_\_\_\_\_

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

Employee name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Job title: \_\_\_\_\_ Court location: \_\_\_\_\_

3. Court facility requested (e.g. HOJ, Historic, etc.): \_\_\_\_\_  
Area(s) of event location requested (i.e. courtroom, jury lounge, etc.): \_\_\_\_\_

*Historic Courthouse Only:*

Are you requesting to serve food:  Yes  No Beverages?  Yes  No

*Historic Courthouse area(s) requested:*

Yes  No *Rotunda*

Yes  No *Department 1 (No food/drink)*

Yes  No *Other Courtroom* \_\_\_\_\_ *(No food/drink)*

4. Date(s)/Time(s) requested:

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

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

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5. Expected number of participants:

Court employees: \_\_\_\_\_

Non-Court employees: \_\_\_\_\_

Described the intended use of the facility:

I agree to comply with the court's Policy for Third Party Use of Court Facilities #C.10.11 and any additional conditions specified for my event.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE – ELECTRONIC SIGNATURE ACCEPTABLE)

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**COURT EXECUTIVE OFFICE USE ONLY**

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

Request for use of \_\_\_\_\_ is:

Denied

Granted

Granted with modifications or restrictions listed below:

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PRESIDING JUDGE OR EXECUTIVE OFFICER SIGNATURE)

## APPLICATION PROCESS

Any third party wishing to use court facilities for any purpose must submit a completed Application for Third Party Use of Court Facilities to the court's Presiding Judge or Executive Office for approval. Whenever possible, requests should be submitted at least 30 days in advance of the desired date of use. All requests must be made to the court's Presiding Judge or Executive Officer, and may not be made directly to, or approved by, judicial officers. If a request involves the use of an assigned courtroom, the Presiding Judge or Executive Officer will consult with the judge presiding in that courtroom when considering the request. Any approvals may be withdrawn by the court at any time, without cause, written notice or explanation.

## APPROVAL CONDITIONS

As a condition of approval for the use of court premises, the court may require that the requestor agree to one or more of the following conditions:

- A. Reimburse the court or directly pay for any security expenses. A deputy will be present for the entire event. If a courtroom is used, a deputy will be present in the courtroom during the entire time the courtroom is open.
- B. Reimburse county or the Judicial Council of California for the salary and benefits of a facilities or building engineer used onsite to operate court electrical, HVAC and any other systems affected by the use of the facility.
- C. Provide proof of liability insurance to include indemnifying the court and the county or Judicial Council of California for use of the facility, naming the court and the county or Judicial Council of California as additional insureds.
- D. Pay any costs and indemnify the court and court personnel against any claims or litigation arising from the use of the facility, including any claims or litigation challenging whether the use is proper.
- E. Acknowledge in writing and agree to inform participants of approved usage of court facility.
- F. Comply with any other requirements as may be determined by the Presiding Judge or Executive Officer.

## RESTRICTIONS

- A. Side and back hallways, stairs, elevators, and floors other than areas approved are not approved for use or access.
- B. Food and/or beverages are not allowed in any courtroom or carpeted area.
- C. Furniture or equipment currently located in the facility is not to be moved from its current location.
- D. Non-mounted chairs may be moved in the courtroom, however must be returned to their original location at the end of the event.
- E. Electronic equipment in any courtroom is not to be moved or modified for any purpose.
- F. Tape and/or tacks are not allowed on any wall, furniture, floor or carpet.