



ADMINISTRATIVE OFFICE  
OF THE COURTS

OFFICE OF COURT CONSTRUCTION  
AND MANAGEMENT

APPLICATION FOR REVOCABLE LICENSE FOR THE USE OF REAL PROPERTY

**INSTRUCTIONS:** Complete this form and submit via e-mail to your court contact at: \_\_\_\_\_

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

3. Name of requested court facility: \_\_\_\_\_

Court facility address: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

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).*

Date: \_\_\_\_\_ from: \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m.

Date: \_\_\_\_\_ from: \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m.

Date: \_\_\_\_\_ from: \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m.

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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. Purpose of film:  Educational  Public Awareness  Training/Instruction  Other \_\_\_\_\_

Advertisement\*  Commercial Release\*

\*Filming organizations must submit: a) credentials; b) scripts; and c) a list of all equipment to be brought into court facilities including any electrical needs.

c. Describe in detail the content to be filmed: \_\_\_\_\_

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

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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: \_\_\_\_\_  
(Electronic typed name indicates signature)

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

Title: \_\_\_\_\_

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**COURT USE ONLY**

Please email this form to the OCCM Event License mailbox at: [occmeventlicenses@jud.ca.gov](mailto:occmeventlicenses@jud.ca.gov) or submit via fax to: Sarah Sanchez, Sr. Real Estate Administrative Coordinator at 415-865-8885.

APPROVED     NOT APPROVED     APPROVED WITH MODIFICATIONS OR RESTRICTIONS LISTED BELOW:

Modifications or Restrictions (explain): \_\_\_\_\_

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

By: \_\_\_\_\_

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

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

**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): \_\_\_\_\_

\_\_\_\_\_  
District or Area Supervisor                      Date  
(Electronic typed name indicates signature)

\_\_\_\_\_  
Real Estate Unit                                      Date  
(Electronic typed name indicates signature)

**DEPOSIT AND FEES\***

**DEPOSIT AND COURT FEES:**

Cleaning Deposit:        \$ \_\_\_\_\_  
Security Costs:            \$ \_\_\_\_\_  
Janitorial Costs:         \$ \_\_\_\_\_

Record as Liabilities for Deposit – 351002  
Record as Miscellaneous Revenue – 823001  
Record as Miscellaneous Revenue – 823001

**AOC FEE (ENTER \$200 IF AFTER-HOURS USE):**

Administrative Fee:        \$ \_\_\_\_\_

Record as Miscellaneous Revenue – 823001

**TOTAL FEES:**                                      \$ \_\_\_\_\_

**AOC Administrative Fee to be remitted by Court to:**

Finance (Facilities)  
Accounting/Finance Division  
Judicial Council of California  
Administrative Office of the Courts  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688

\*Based upon use as described in application.

E-mailed to: [GLUnit@jud.ca.gov](mailto:GLUnit@jud.ca.gov) by AOC Coordinator on \_\_\_\_\_.