

**Request for Use of Facilities at the
United States District Court
for the District of Columbia**

A request is made for use of _____ courtroom(s) (please insert desired number of rooms) at the United States District Court for the District of Columbia on:

_____, from _____ to _____ by
Date(s) Time Time

_____ for the purpose of _____
Organization

The responsible official (for moot court activities, the responsible official must be a faculty member) who is in charge of the activities and shall be present in the Courthouse is:

_____,
Name (print)

_____, _____
Address Telephone and Fax Numbers

Email Address

It is understood that if this request is granted, the following conditions of use shall be applicable, and as the responsible official, you are expected to be present in the Courthouse to ensure compliance with all conditions of use as set forth below*:

1. There shall be no eating or drinking in the courtrooms or in any non-public area.
2. The Courthouse is a smoke-free building.
3. Any courtroom or other facility which is utilized shall be left in the same condition in which it was found. Furniture **shall not** be rearranged and electronic equipment **shall not** be moved or adjusted in any way.
4. Persons using the facility shall remain in the vicinity of the reserved space and shall not roam throughout the Courthouse.

_____, _____
Signature of Responsible Official Date

*NOTE: There have been several instances of abuse of Court facilities by outside groups. Failure to meet any of the above conditions may result in these facilities being made unavailable to such organizations in the future.

**RETURN TO: Office of the Administrative Assistant to the Chief Judge
United States District Court for the District of Columbia
333 Constitution Avenue, N.W.
Washington, DC 20001
Phone: 202-354-3320 FAX: 202-354-3412**