

Arizona Superior Court in Pima County
Justice Partners' Courtroom Use Request
Procedures, Requirements
and Agreement



Group/Agency Name: _____

Responsible Party: _____

Date(s) Requested: _____ **Time of: Entry** _____ **and Exit** _____

Number of Participants: _____

Purpose of Use: _____

Courtroom Use: With advance notice and submission of this request, a courtroom may be made available for training purposes. Requests for use during normal business hours (Monday through Friday, 8:00am to 5:00pm) are most easily accommodated; preferred days for such requests are Thursday and Friday. The court cannot guarantee availability of or assignment of a particular courtroom.

- **Obtaining permission / approval for courtroom use:**
 - At least two weeks prior to event: submit this agreement via email to Mayra Tapia, Executive Assistant, Court Administrator's Office: mtapia@sc.pima.gov, David Garcia, Director, Facilities dgarcia@sc.pima.gov and to Richard Tracy, Director, Security: rtracy@sc.pima.gov
 - Approval of Request: You will be notified via email upon approval of your request.

Court Use Only:

Approved by: _____ Date: _____

Upon Approval of Request: Please contact Court Facilities to arrange access to the courtroom at least **48 hours** prior to arrival. A key may be provided so the courtroom can be secured after training; said key must be left with a security guard on the first floor of the courthouse upon departure. Courtrooms must remain locked if not occupied. Please note: all courtrooms are under video surveillance.

Weekend Use of Courtrooms: Weekend use of courtrooms is discouraged as the building is closed on weekends; such use would entail security and facilities measures which would be at the expense of the justice partner. If you do have a critical need for weekend use, please contact Court Facilities.

Guidelines and Requirements:

- The responsible party must provide their name and contact information, including phone number/s and email address
- Agency sponsors are responsible for the access and departure of attendees, as well as the security of the courtroom upon exit (Court Facilities personnel may be available to assist in limited circumstances)
- Food and drink are not allowed in courtrooms (bottled water only)
- Furniture, equipment and/or items within the courtroom should not be moved
- Audio enhancement systems in the courtroom will be in use; audio components should not be tampered with
- Broken or nonfunctioning items within the courtroom should be reported immediately to Court Facilities
- The courtroom should be left clean, all trash should be placed in proper receptacles
- The Court is not responsible for personal items or business equipment brought into the courtroom or left in the courtroom throughout the day

I understand and agree to abide by all terms and conditions set forth above

Signature of Responsible Party

Date

Email Address of Responsible Party _____

Phone Number/s (Office / Mobile) of Responsible Party _____

Please provide completed form to Superior Court Administration, Security, and Facilities at:

Richard Tracy, Director
Court Security
rtracy@sc.pima.gov
Office: 724-7688

David Garcia, Director
Facilities
dgarcia@sc.pima.gov
Office: 724-4771

Mayra Tapia, Executive Assistant
Court Administration
mtapia@sc.pima.gov
Office: 724-3768