

Policy for Third-Party Uses of Court Facilities

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Presentation to the Judicial Council, November 15, 2024



Judicial Council Real Estate

Branch Portfolio

- Single, statewide program
- 22 million square feet
- 430 properties

Since 2008 Facilities Transfers

- 15+ years of experience
- Structure and consistency
- Risk mitigation
- Access and best use of resources

Third-Party Uses of Court Facilities

Use Types	<ul style="list-style-type: none">• Occupancies, events• Justice partners, vendors, cafes, rooftop, filming
Current Agreements	<ul style="list-style-type: none">• 230 occupancy agreements• 150+ event agreements per year

Policy Purpose

- Establish guidelines
- Serve court and public needs
- Best use of facilities and resources
- Mitigate liability
- Ensure standard practices and administration
- Support mission and operations

Building Upon 2010 Interim Policies



All Encompassing

- Occupancies and events
- Guidance for filming and rooftop uses
- Civics education



Reduce Risks

- Agreement and insurance requirements
- Third party accountability



Framework for Consistency

- Standardized administration
- Fee structure

Policy Summary

§ 1

Purpose

§ 2

Definitions

§ 3

**Roles and
Responsibilities**

§ 4

**Civics Education
Initiatives (CEI)**

§ 5

**Application
Process**

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**Approval
Requirements**

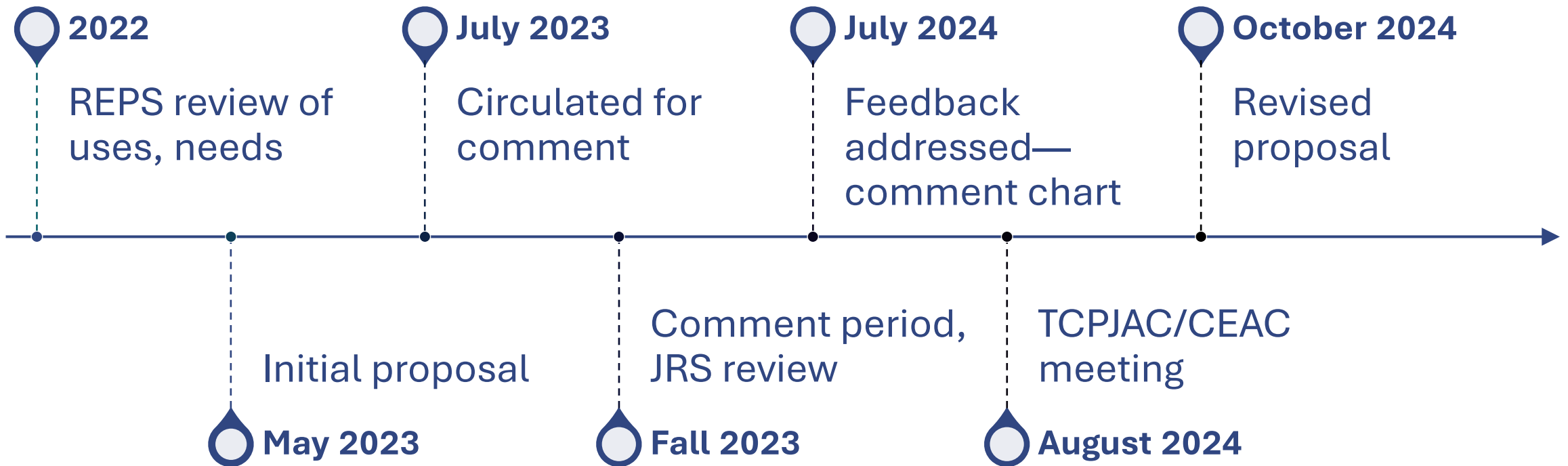
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**Agreements
and Fees**

§ 9

**Exclusions and
Limitations**

Policy Development



Feedback & Revisions on Civics Education

- Court Feedback: *Need simplified local process for certain civics and educational events*
- Community participation is judicial function
- **Civics Education Initiative (CEI) events delegated to each court**
- Courts can implement own review process
- Resources available for courts

	CEI EVENTS
1	Student competitions
2	Field trips and tours
3	Ceremonial functions
4	Trainings and workshops

Resources

Revised Application

Fee Schedules

License Agreement Templates

Judicial Council of California
APPLICATION FOR
THIRD-PARTY USES OF COURT FACILITIES

Thank you for your interest in the use of court facilities. The Judicial Council is the policymaking body of the California courts, and its staff is responsible for the oversight and management of the courts.

A third party requesting the use of court facilities (the Applicant) must submit a completed application to the Judicial Council at least 45 days prior to the requested event.

INSTRUCTIONS:

- REQUIREMENTS:** Review this application in full, including all requirements and conditions applicable to your request.
- GENERAL:** Every applicant must complete all fields.
- EVENTS:** Applicants for events (including filming) must submit a request for approval and determine any fees, clarifications, approval/denial, and next steps.
- FILMING:** Applicants requesting a use involving film production must provide details on the requested filming.
- SIGNATURE:** An authorized representative of the Applicant must sign the application.
- SUBMISSION:** Submit the completed application to the Judicial Council. Late submissions are not accepted.
- REVIEW:** Upon receipt, the Judicial Council will review the application for approval and determine any fees, clarifications, approval/denial, and next steps.
- AGREEMENT:** Applicants whose request is approved must submit all required items (e.g., Certificates of Insurance, etc.).
- PAYMENT:** For approved events, full payment of an agreement, for approved occupancies, applicable for the current fee schedule, see <https://www.courts.ca.gov/fee-schedule>.

SIGNATURE AND PRINT NAME:

Signature: _____
Print Name: _____

For questions, assistance, FAQs and other inquiries please visit www.courts.ca.gov/faq or contact thirdparty@judicialcouncil.ca.gov.

Third-Party Use Application _____

Judicial Council of California
Third-Party Uses of Court Facilities

v1.2 Rev: 07-2024

Fee Schedule: OCCUPANCIES

Base Year: Fiscal Year 2024
(All rates are per square foot unless noted)

- Rate 1: Uses Supporting Court Operations
- Rate 2: Public/Non-Profit Entry Uses Not Supporting Court Operations
- Rate 3: Private Entry Uses Not Supporting Court Operations
- Rate 4A - 4D: Miscellaneous Uses

County	A	B	County
Alameda	\$2.11	\$2.97	Marin
Alpine	\$1.20	\$1.60	Mariposa
Amador	\$1.20	\$1.60	Merced
Butte	\$1.20	\$1.60	Modoc
Calaveras	\$1.20	\$1.60	Yuba
Columbia	\$1.20	\$1.60	Monterey
Contra Costa	\$2.11	\$2.97	Napa
Del Norte	\$1.20	\$1.60	Nevada
El Dorado	\$1.20	\$1.60	Orange
Fresno	\$1.20	\$1.60	Placer
Glenn	\$1.20	\$1.60	Plumas
Humboldt	\$1.20	\$1.60	El Dorado
Imperial	\$1.20	\$1.60	El Dorado
Inyo	\$1.20	\$1.60	Sacramento
Kern	\$1.20	\$1.60	San Benito
Kings	\$1.20	\$1.60	San Bernardino
Lake	\$1.20	\$1.60	San Diego
Lassen	\$1.20	\$1.60	San Francisco
Los Angeles	\$2.11	\$2.97	San Joaquin
Madera	\$1.20	\$1.60	San Luis Obispo

Rate 4: Misc.	Geographic Market 1	Geographic Market 2
4A. Food Service Vendors/Commercial Service Providers	0% of Monthly Sales < \$5,000	0% of Monthly Sales > \$5,000
4B. Rooftop / Telecommunications	\$5.80 / Month	\$5.80 / Month
4C. Parking - Service Lot	\$1.00 / Space / Day	\$1.00 / Space / Day
4C. Parking - Structure	\$3.00 / Space / Day	\$3.00 / Space / Day
4D. Access / Utilities and Grounds	Case-by-Case	Case-by-Case

LICENSE FOR THE SPECIAL USE OF COURT FACILITIES FOR CIVICS EDUCATION INITIATIVE EVENT

v1.1 Rev: 03-2024

1. PARTIES: This License for the Special Use of Court Facilities for Civics Education Initiative Event ("License") is made and entered into, as of the date this License is signed by the last Party to sign, by and between (individually a "Party" and collectively the "Parties"):

"Court": Superior Court of California, County of _____ and _____

"Licensee": Entity Name: _____
Contract Name/Title: _____
Address: _____
Email: _____ Phone: _____

2. CIVICS EDUCATION INITIATIVE: Licensee desires to use a portion of the Property on a non-exclusive, revocable basis to conduct the following civics education initiative event (subject to):

- Mock trial, moot court, or other law-based competition.
- Continuous field trip or tour.
- Legal/judicial educational function.
- Training, educational workshop, or symposium regarding the administration of justice and issues of judicial branch-wide concern.

Description of civics education initiative event ("CEI Event"): _____

3. PROPERTY, LICENSED AREAS:

Facility Name: _____ Fac No: _____
Address: _____ ("Property")

Description of "Licensed Areas": _____

4. LICENSED DATES:

"Licensed Date(s)"	Start Time	End Time

5. TERMS & CONDITIONS, INSURANCE: Licensee will, at all times during the period of Licensee's occupancy of the Licensed Areas, provide and maintain, at its sole expense, insurance of the type and with coverage amounts set forth in Exhibit "A" (Insurance Requirements), attached hereto and incorporated herein. The Parties acknowledge and agree that Licensee's use of the Property for the CEI Event is subject to the terms and conditions set forth in Exhibit "B" (Terms & Conditions), attached hereto and incorporated herein.

ACCEPTED AND AGREED


LICENSEE: _____ **COURT:** _____
By: _____ By: _____
Name: _____ Name: _____
Title: _____ Title: _____
Date: _____ Date: _____

1 To incorporate additional collective Property locations, list in Appendix 1.
2 To incorporate additional collective Licensed Dates, list in Appendix 2.

Civics Education Initiative Event License 1

Guidance & Implementation: FAQs

- FAQs
- Ongoing effort
- Add new questions as arise
- Continue to assess future adjustments



Judicial Council of California

**THIRD-PARTY USES OF COURT FACILITIES:
FREQUENTLY ASKED QUESTIONS**

The Judicial Council is the policymaking body of the California courts, and its staff is responsible for the oversight and management of all court facilities including third-party uses. The following is intended to provide general guidance through answers to frequently asked questions related to the third-party use of court facilities pursuant to the *Judicial Council's Policy for Third-Party Uses of Court Facilities*, adopted on **Month** 2024 (the "**Third-Party Use Policy**"). These FAQs are meant to be for reference purposes only and are not official policy of the Judicial Council.

For questions, assistance, and other inquiries regarding third-party uses of court facilities, please visit www.courts.ca.gov/tpu or contact **Judicial Council's Facilities Services Real Estate** at: ThirdPartyUse@jud.ca.gov // 916-xxx-xxxx

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A. OVERVIEW OF THE THIRD-PARTY USE POLICY

1. What does the Third-Party Use Policy address?
The Third-Party Use Policy addresses third-party uses of court facilities under the Judicial Council's control on behalf of the courts including third parties' uses for continuous or regularly occurring long-term occupancies, short-term events and

Questions?

