

## **Courthouse Room Reservation Policy First Judicial District of Pennsylvania**

If your organization is seeking to request the use of a courthouse facility, please complete the Courthouse Room Reservations Form and email the completed form to [crtrmrsrv@courts.phila.gov](mailto:crtrmrsrv@courts.phila.gov) and [maria.pugliese@courts.phila.gov](mailto:maria.pugliese@courts.phila.gov) .

The First Judicial District of Pennsylvania (FJD) has made two (2) courthouses available for courtroom reservations: City Hall and Juanita Kidd Stout Center for Criminal Justice.

Please be advised there is a fee of **\$300 per room, per day** for any organization that is not 501(C)(3) non-profits. For organizations classified as a 501(C)(3) non-profit, there is a fee of **\$150 per room/per day**. Completed Forms should be submitted no less than one (1) month and no more than three (3) months before the requested reservation date.

***The organizer will acknowledge the policies below for City Hall and Stout Center on the reservation form. This acknowledgement will pertain to the facility requested on the form. Failure to acknowledge will result in the delay in approving the reservation request.***

### **Juanita Kidd Stout Center**

1. All participants will be required to go through security screening upon arrival and each time they reenter the building.
2. No glass bottles or weapons are permitted. They will be confiscated if found.
3. The organizer is responsible for cleaning up and removing all trash and debris accumulated during the visit. All trash must be taken with you upon leaving the Stout Center.
4. Courtrooms must be placed back to their original condition when leaving.

### **City Hall**

1. All participants will be required to go through security screening upon arrival and each time they reenter the building.
2. No glass bottles or weapons are permitted. They will be confiscated if found.
3. The organizer is responsible for cleaning up and removing all trash and debris accumulated during the visit. Trash bags will be provided by DPP. All bags must be placed outside of the courtroom doors.
4. Courtrooms must be placed back in their original condition when leaving.
5. A Security fee will be implemented by DPP, for weekend events at City Hall.

**COURTHOUSE ROOM RESERVATIONS  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**

1. Name of Organization:	2. Address of Organization:	
3. Point of Contact Person:	4. Contact Person Phone Number	5. Contact Person Email Address:
6. Requested Date(s) and Time(s);	7. Building Request: <input type="checkbox"/> <b>City Hall</b>  <input type="checkbox"/> <b>Juanita Kidd Stout Center for Criminal Justice</b>	
8. Purpose of Reservation (mock trials, competitions, school visits, etc.):		9. Total Number of Attendees  Daily Breakdown, if applicable.
10. Number and Type of Rooms (courtrooms, conference room and/ or Jury Assembly (Stout Only)  _____ Courtrooms      _____ Conference Room      _____ Jury Assembly		
11. Is your organization a 501(C)(3) non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No  *Please be advised there is a fee of <b>\$300 per room/per day</b> for any organization that is not 501(C)(3) non-profits. For organizations classified as 501(C)(3) non-profits, there is a fee of <b>\$150 per room/per day</b> . Payment is handled by the FJD – Procurement Dept.		
12. Please initial the below to confirm responsibility:  _____ We acknowledge that participation in facilities and grounds is at our own risk.  _____ We acknowledge the rules and regulations of the First Judicial District and will follow same. We understand that the organizer will be held responsible for any underlying costs incurred for damage or trash removal in a reserved courtroom or location.  _____ Failure to comply with the policy and protocol of Courtroom Reservations will result in your organization being banned from utilizing an FJD facility in the future.		

If your request is for more than one day, please provide the daily number of participants expected to attend each day in Box #9.

If you have any other special requests or questions, please provide them in your email when sending the Courtroom Request Form.