

**APPLICATION FOR USE OF JUDICIAL FACILITIES IN
THE SIXTEENTH JUDICIAL CIRCUIT**

The Office of the Chief Judge must approve all requests for the use of judicial facilities located in the Sixteenth Judicial Circuit. It must be understood that there may be a fee charged for the use of the judicial facilities.

Use of judicial facilities may not disrupt the operation of the building or interfere with the conduct of judicial business. Use of judicial facilities must be compatible with the stated policy set forth by the Sixteenth Judicial Circuit related to use of judicial facilities and consistent with the primary function of the courts.

All participants are subject to security screening and should have picture ID. All personnel are subject to background checks.

Applications for facility use should be submitted at least four weeks before the planned date of the activity.

Sponsoring Organization: _____

Contact information: _____

(Name)

(Email address)

(Telephone)

Title, Purpose and Type of Program: _____

Date and Time Requested: _____

Hours of Use: _____

Number of Participants: _____

Facility Requested: _____

Food and/or Drink: Provide detail of any refreshments which you intend to serve during the activity including the name of the caterer.

Are you charging a fee for attendance? _____

Will a member of the court or clerk's office staff be present during the program? _____

Applications should be sent to:

**Office of the Chief Judge
Sixteenth Judicial Circuit
37W777 Route 38, Room 301, Box 400A
St. Charles, IL 60175**

or emailed to: chiefjudgeoffice@co.kane.il.us

Approved by/date:

Not Approved by/date:

Office of the Chief Judge _____
