

**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, Administrative Assistant, Court Administrator's Office: [mtapia@sc.pima.gov](mailto:mtapia@sc.pima.gov), Tony Olivier, Manager, Facilities [tolivier@sc.pima.gov](mailto:tolivier@sc.pima.gov) and to Richard Tracy, Director, Security: [rtracy@sc.pima.gov](mailto: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***

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*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  
 Cell Phone: 248-3641

Tony Olivier, Manager  
 Facilities  
**tolivier@sc.pima.gov**  
 Office: 724-3850

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