

**United States Bankruptcy Court  
Central District of California**

**APPLICATION TO USE BANKRUPTCY COURT SPACE  
AND AGREEMENT OF RESPONSIBILITY**

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1. Name of requesting agency/organization: \_\_\_\_\_
2. Name and title of person making request: \_\_\_\_\_
3. Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_
4. Email Address: \_\_\_\_\_
5. Telephone: \_\_\_\_\_
6. Requested Bankruptcy Court space (identify by division, room number and type of space):  
\_\_\_\_\_
7. Estimate number of attendees: \_\_\_\_\_
8. Date(s) and times requested: \_\_\_\_\_
9. Permission to serve food and/or drink requested (if yes, attached written food service plan?).  
Yes                      No
10. Permission to serve alcohol requested? Yes                      No
11. Purpose of use of Bankruptcy Court space requested: \_\_\_\_\_  
\_\_\_\_\_
12. Technology or Audio Visual Equipment Requested (Please describe, if any): \_\_\_\_\_
13. The undersigned certifies that he/she has authority to represent the requesting organization or agency (attach documentation of authority if requested by the Clerk of Court/Executive Officer, U.S. Bankruptcy Court).

DATED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME/TITLE (Print Legibly)

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**AGREEMENT OF RESPONSIBILITY**

The above-stated organization or agency submitting this application to use Bankruptcy Court space represents and agrees as follows:

- 1) To assume full responsibility for the payment of any overtime utility expenses.
- 2) To assume full responsibility for the payment of any overtime building security guard expenses.
- 3) To assume full responsibility for any damage cause by its participants to the building facilities and/or court equipment and furniture.
- 4) The proposed activity or event for which use of Bankruptcy Court space is requested in this application is not for profit. If a fee is charged for the proposed activity or event for which use of Bankruptcy Court space is requested in this application, the fee charged to participants attending this activity or event will be based upon the estimated cost of the program and may not exceed the fee required to cover the estimated costs.

The undersigned certifies that he/she has authority to sign this agreement of responsibility on behalf of the above-stated organization or agency submitting this application to use Bankruptcy Court space.

DATED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME/TITLE (Print Legibly)