

**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, attach 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 audiovisual equipment requested (if any, please describe):

 13. The undersigned certifies that he/she has authority to represent the requesting organization or agency (attach documentation of authority if requested by the Executive Officer/Clerk of Court, United States Bankruptcy Court).

DATED: _____

SIGNATURE

NAME/TITLE (Print Legibly)

Please return via email to CourtSpace_request@cacb.uscourts.gov or send by mail to United States Bankruptcy Court, Attn: Office of the Executive Officer/Clerk of Court, 255 East Temple Street, Suite 1050, Los Angeles, CA 90012.

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

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 Bankruptcy 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

REVIEW BY COURT

Recommended?	Yes	No	Comments:
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Kathleen J. Campbell	Date
Executive Officer/Clerk of Court	

Approved	Denied
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Hon. Theodor C. Albert	Date
Chief Judge	