



UNITED STATES COURTS OF THE DISTRICT OF COLUMBIA CIRCUIT

AGREEMENT FOR USE OF THE E. BARRETT PRETTYMAN COURTHOUSE  
AND THE WILLIAM B. BRYANT ANNEX BY OUTSIDE GROUPS

**Name of Outside Group:**

**Name of Court Sponsor:**

**Date of Event:**

**Purpose of Event:**

**Estimated Number of Attendees:**

**Location(s) of Event in the Courthouse and Annex:**

**Set Up Time:**

**Event Start Time:**

**Event End Time:**

**Clean Up Time:**

**Event Contact**

**Contact During Event (if different)**

**Name:**

**Telephone:**

**Cell Phone:**

**Email:**

**Event Details/Notes:**

Please complete, sign, and submit this form to [Courthouse\\_Reservation@cadc.uscourts.gov](mailto:Courthouse_Reservation@cadc.uscourts.gov).  
Submission of the form does not constitute approval. Please allow 5 working days for a response. All requests will be reviewed and approved or denied based on Circuit Judicial Council policies, calendar availability, and space availability.

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I, (insert name) \_\_\_\_\_, have read and fully understand the attached policy and guidelines for use of the courthouse and annex facilities. I agree to adhere to the policy and guidelines.

**Event Contact Name:**

Event Contact Signature

Date

**Court Executive Name:**

Court Executive Signature

Date