

**Supreme Judicial Court  
John Adams Courthouse  
Conference Location Reservation Form**

This form is to be completed to request use of Supreme Judicial Court conference and meeting locations in the John Adams Courthouse. *(To request use of locations in the Appeals Court or the Social Law Library, please contact those offices directly.)* Your request will be reviewed and you will be contacted regarding your request. Reservations are NOT confirmed until the form has been submitted and you have received confirmation notice.

**Please take note of the following policy regarding the use of the John Adams Courthouse: The John Adams Courthouse is available to public agencies, as well as educational, civic and other private non-profit entities, for events that have as their primary purpose enhancement of the legal profession, or education about or improvement of the law, legal system, or the administration of justice. The event should be educational or civic in purpose and not a personal, political, commercial, or fund-raising event.**

If you have any specific questions regarding our facilities or to check availability in advance please contact Suzanne Brown by e-mail at [Suzanne.Brown@sjc.state.ma.us](mailto:Suzanne.Brown@sjc.state.ma.us) or by phone at 617-557-1193.

**Name of Group Hosting Event:** \_\_\_\_\_

**Name of Event (Include a brief description of event):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Meeting Begin Time\*:** \_\_\_\_\_ **Meeting End Time\*:** \_\_\_\_\_

\* Please list the times the program or meeting is scheduled to begin and end. Conference locations are available Monday through Friday, only. Events **must** have an end time of not later than 9:00 pm.

**Location of Event (check one):**

Second Floor Conference Suite       Great Hall       Other: \_\_\_\_\_

**Fees:** A fee  will  will not be charged for attending the program (check which ever applies).

**Reproduction of program/event:** This program  will  will not be filmed, taped, or recorded.

**Number of People Attending:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone # for Contact:** \_\_\_\_\_

**E-mail for Contact:** \_\_\_\_\_

*If different from above, provide name & telephone number for contact person who will be on site for the event.*

**Name:** \_\_\_\_\_ **Telephone # (office):** \_\_\_\_\_ **(cell):** \_\_\_\_\_

**PLEASE NOTE: The organization or group hosting the event must perform the actual set up and arrangement of the furniture and equipment for the program/event. All equipment must be returned to its original location at the conclusion of the event.**

**Furniture and A/V needs:**

Please check all that apply and, where appropriate, indicate number of items needed.

- Stacking chairs, wood (100 available). Quantity requested: \_\_\_\_\_
- Folding tables, 5' x 1½' (24 available). Quantity requested: \_\_\_\_\_
- round high-top tables (6 available for use **in 2<sup>nd</sup> floor locations only**). Quantity requested: \_\_\_\_\_
- Lectern and sound system
- Table-top microphones for panel discussion. Number of panelists: \_\_\_\_\_
- VCR/DVD player and monitor
- Projector (for power-point presentation) *Note: presenter MUST bring his/her own laptop*
- Projection screen

**Catering/Food Service:**

Name of caterer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Approx. arrival time: \_\_\_\_\_ On-site catering contact name: \_\_\_\_\_

Cell Phone # for on-site contact: \_\_\_\_\_

Alcohol (check one):  will not be served  will be served [a copy of the certificate of liquor liability policy must be faxed to 617-557-1052 prior to the event]

**Other Vendors:** Please list name(s) and arrival times of other vendors involved with event include liquor delivery company, furniture/equipment rental company, sound system providers, photographers, etc.

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*Please sign below indicating that you have read the policy highlighted on page 1 of this form and certify that the program/event meets the purpose stated above, is educational or civic in purpose, and is **not a personal, political, commercial, or fund-raising event**:*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Please return this form by fax to Suzanne Brown at 617-557-1052 (a cover sheet is not required).**

## John Adams Courthouse Event Information

Before you schedule a program at the courthouse you should be aware of some requirements and limitations regarding the use of SJC space at the John Adams Courthouse. After reading, please sign below indicating that you have read the requirements and limitations and return a copy of this document with the Conference Location Reservation Form to Sue Brown by fax at 617-557-1052.

If you have any questions, concerns or need to contact us as indicated below, please contact Sue Brown at [suzanne.brown@sjc.state.ma.us](mailto:suzanne.brown@sjc.state.ma.us) or 617-557-1193.

- All vendors and guests are subject to screening by courthouse security prior to entering the courthouse. The John Adams Courthouse maintains the same policy as all Trial Court facilities against the introduction of weapons and potentially dangerous items into the courthouse.
- Due to fiscal constraints facing the Trial Court, the Trial Court Security Department's ability to provide additional staffing to screen a large number of visitors after certain hours is limited. Please contact Sue Brown before scheduling an event with more than 75 guests to discuss our ability to accommodate the event.
- All guests and vendors arriving after 5:00 pm should be advised they must enter the courthouse through the Pemberton Square entrance.
- There are limitations on the hanging of banners, signs and other decorations as well as performances by musicians and other performing artists. Please check with Sue Brown before planning the decorating of courthouse locations or scheduling performances to ensure they meet our requirements.
- The requested furniture and equipment will be made available at the event location. The organization or group hosting the event must perform the actual set up and arrangement of the furniture and equipment for the program/event.
- We understand that, on occasion, you may need to cancel an event once it has been scheduled. We appreciate the courtesy of advance notification of all cancellations. Please notify Sue Brown by phone at 617-557-1193 as soon as you are aware an event will be cancelled. If the event is cancelled due to a last minute change/emergency (including inclement weather) at any time on the day of the event, please call the SJC Court Officers at 617-557-1000. Failure to provide advance notification may result in denial of future requests.
- A signed hold harmless and indemnification agreement may be required for events held in the John Adams Courthouse. The agreement will be e-mailed to you with the event confirmation, should one be required, and must be signed and returned prior to the date of the event.

*I have read and understand the above and will ensure that staff and vendors involved with the event/program are aware of the requirements and limitations.*

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Contact for Event

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Date