

Supreme Judicial Court John Adams Courthouse Event Space Reservation Form & Agreement

To be completed by the agency, group or entity seeking to host an event ("Host") in one or more of the event spaces made available by the Supreme Judicial Court ("SJC") in the John Adams Courthouse. The reservation request will be reviewed by the SJC. Reservations are NOT final until this form has been submitted and the SJC notifies Host that the request has been accepted. Upon such notice, Host is legally bound by the use policy and other terms, conditions, and obligations herein.

Use Policy: The event spaces are only available to public agencies and educational, civic or other private non-profit entities for events that have the primary purpose of enhancing the legal profession or educating about or improving the law, the legal system, or the administration of justice. No personal, political, commercial, or fund-raising events are permitted. Host cannot impose any charge on attendees in connection with the event, except to the extent necessary to recoup the actual and direct costs incurred by Host to conduct the event.

Contact Blanca Tosado at the SJC (see contact info below) with any questions in advance regarding the facilities, including the availability of conference and meeting locations.

_____ **Full, legal name of Host**

Host's Address: _____

Name & brief description of event: _____

Date of event: _____ **Beginning Time:** _____ **Ending Time:** _____
 (Monday through Friday only) (No later than 7:00 p.m.)

Event Space: **Conference Suite (Room 2-100)** _____ **Holmes Courtroom** _____
 (See use restrictions below)
Great Hall _____ **Other** _____

Estimated number of event attendees: _____

(Check one) Event will ___ / will not ___ be filmed, taped, or recorded

Host's Contact Person - Name _____ **Phone** _____

Title _____ **Email** _____

Host's On Site Contact for Event - Name _____

Title _____ **Cellphone** _____ **Email** _____

Furniture and A/V needs (check all that apply and, as appropriate, indicate quantity requested):

- Stacking chairs, wood (100 available). Quantity requested: _____
- Folding tables, 5' x 1½' (24 available). Quantity requested: _____
- Round high-top tables (6 available in Conference Suite only). Quantity requested: _____
- Lectern and sound system
- Table-top microphones for panel discussion. Number of panelists: _____
- DVD player and monitor
- Projector (for power-point presentation) (presenter **MUST** bring own laptop)
- Projection screen

Catering/Food Service (NOTE: No food or beverage allowed in Holmes Courtroom):

Name of caterer: _____ Phone _____

Approx. arrival time: _____

Caterer On Site Contact - Name: _____ Cell Phone _____

(Check one) Alcohol will / will not be served (see other terms and conditions below)

Other Vendors: List names and arrival times of other vendors involved with event (alcohol delivery, furniture/equipment rental, sound system, photographers, etc.)

Other Terms & Conditions

- All attendees and vendors will be screened by security prior to entering the courthouse. The introduction of weapons and potentially dangerous items into the courthouse is prohibited. Courthouse security's ability to provide staffing to screen a large number of visitors after certain hours is limited.
- All event attendees and vendors arriving after 4:00 p.m. should be advised they must enter the courthouse through the Pemberton Square entrance.
- The mounting of displays, posters, signs, banners, or other decorations, as well as any performances by musicians or other performing artists, must be approved in advance. Contact Blanca Tosado (see contact info below).

- The furniture and equipment requested above will be made available at the event location, but Host is responsible for setting it up and arranging it for the event.
- Host is responsible for cleaning the event space at the end of the event and returning it to the condition it was in immediately prior to set up for the event.
- Host must have representatives on site before and at all times during the event to meet and direct vendors and attendees and otherwise conduct the event. Security and other SJC personnel are not responsible for conducting the event.
- Smoking is prohibited in the courthouse and on courthouse property.
- Candles, sternos, torches, pyrotechnics, and open flames of all kind are prohibited in the courthouse. Electric warmers are recommended for keeping food warm.
- No parking is provided for events. Several public transportation (MBTA) stations (e.g., Government Center, Park Street, Bowdoin, State Street, Charles/MGH, Haymarket), as well as fee-charging parking garages, are within a short walk of the courthouse.
- The John Adams Courthouse is a public building and an active courthouse. During normal business hours, the courthouse will remain open as usual to members of the general public. The event shall be conducted solely within the confines of the chosen event space, although attendees are free to enter other public areas of the courthouse subject to the same restrictions as any other member of the general public. The use of the facilities for the event may not disrupt official court business or compromise the security or safety of the courthouse or its occupants. The SJC reserves the right to cancel or stop the event if any such activity occurs or threatens to occur.
- The SJC and its officers, agents, servants and employees assume no responsibility or liability for the theft, loss, damage, or destruction of any items, possessions, furniture, equipment, or other personal property brought into the courthouse or onto courthouse property by Host or event attendees and vendors.
- Host is responsible for securing all licenses and permits (e.g., alcohol, catering) required by the City of Boston and any other governmental entity in connection with the conduct of the event. (NOTE: Host may want to contact its caterer regarding this requirement.)
- If alcohol will be served at the event, Host, directly or through the caterer or other vendor retained to serve alcohol, shall obtain a liquor liability insurance policy providing coverage of not less than \$500,000 per occurrence and shall name the SJC and Commonwealth of Massachusetts as additional insureds. A copy of the certificate confirming such coverage must be provided to Blanca Tosado (see contact info below) at least five (5) days in advance of the event.
- Host shall not use the facilities in any manner or for any purpose that directly or indirectly violates any State, Federal, or local law, rule, regulation, or ordinance, including, without limitation, the Americans with Disabilities Act, or any State or Federal constitutional right.

- Host shall indemnify and hold harmless the SJC and Commonwealth of Massachusetts, and their officers, agents, servants, and employees, from and against any and all claims, liabilities, losses, damages, judgments, fines, penalties, interest, and expenses, including, without limitation, attorney's fees, arising out of or in connection with the event.

- No statements or implications can be made through written materials, media relations, or otherwise that the SJC is a sponsor of the event and/or endorses any organization hosting or sponsoring the event.

- It is understood that, on occasion, the need may arise for either the SJC or Host to cancel the event after it has been scheduled due to unforeseen circumstances. If so, the party cancelling the event will endeavor to provide the other party with as much advance notification of the cancellation as possible. Host should notify Blanca Tosado (see contact info below) as soon as Host is aware of the need to cancel the event. If Host cancels the event due to a last minute change/emergency (including inclement weather) at any time on the day of the event, please also call the SJC Court Officers at 617-557-1000. If the SJC cancels the event at any time it will call the Host's contact person identified above. Neither party shall have any legal or financial liability to the other as a result of any such cancellation.

Acknowledged and agreed to by the undersigned who hereby represents and warrants that he or she is vested with full legal power, capacity, and authority to enter into this agreement on Host's behalf and legally bind Host to the use policy and other terms, conditions, and obligations herein.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Please submit a fully executed copy of this form and agreement to Blanca Tosado by email at Blanca.Tosado@jud.state.ma.us or by fax at 617- 557-1052, and feel free to contact her at 617-557-1193 if you have any questions.