

**Montgomery County  
Common Pleas Court  
General Division**

**REQUEST TO USE COURTROOM  
OR OTHER COURT FACILITY**

Organization or Individual Requesting The Use Of A General Division Area

**Contact Information**

Name

Telephone

Fax

Address

Other Contact Information

**Purpose Of The Event**

**Schedule**

Start Date And Time Of Event

End Date And Time Of Event

Number Of Participants

**Special Needs Or Equipment Requirements**

In requesting the use of General Division Facilities I acknowledge that this usage is subject to availability and can be revoked if the Court requires the space for court functions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Permission for use of General Division Facilities is:**

**Granted**

**Denied**

**Subject To The Following Conditions**

**Reason**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date