



**THOMAS J. MOYER OHIO JUDICIAL CENTER
PUBLIC USE PERMIT APPLICATION**

Requested Date of Event: _____ **Preferred Time:** _____ to _____

Organization: _____

Contact Name: _____ **Title:** _____

Address: _____

Telephone: _____ **Fax:** _____ **Email:** _____

1. Name of Event: _____

2. Nature/Purpose of Event: _____
(Attach draft agenda or brochure)

3. The sponsoring organization is one of the following:

- ___ Governmental or educational organization
- ___ Law firm, corporate law department or similar organization
- ___ Organization of the legal or judicial profession
- ___ Organization dedicated to architectural or artistic interests, or the preservation of historic public places

4. The event involves one or more of the following (check all that are applicable):

- ___ The history of the Supreme Court of Ohio or the judicial branch of Ohio government;
- ___ An awareness and understanding of the role of the bar and the judiciary, and the significance of the principle of the rule of law in a constitutional democracy;
- ___ Educational, business or social gatherings for tax exempt organizations
- ___ The study of law or the scholarly comparison of legal systems
- ___ The promotion and understanding of the importance of art and architecture and the preservation of historic public places, or the artistic, architectural, and historic features of the Moyer Judicial Center.

Intended Audience: _____

Will any Supreme Court of Ohio employees be involved with this event? Yes No

Please list any Supreme Court employees involved with this event:

Send a copy of your agenda and a complete attendee list no later than one week prior to the event.



ROOMS ASSOCIATED WITH USE PERMIT APPLICATION

Meeting Title Number of Attendees Date

Conference Rooms

***Table Style Setup Only for Room 101 or 281**

Hearing Rooms

I will use my own laptop

Yes

No

Will you have lunch *delivered?

***All deliveries must be made to the loading dock**

Yes

No

IT Request

Caterer Name

Other IT Items

Delivery Time

Other Items

Number of Lunches

Notes:

If a public use permit is granted, the sponsoring organization will be contacted by Supreme Court staff regarding the event logistics. **Please see [Guideline 36.1](#) on the public use of the Moyer Judicial Center and check the box below to signify agreement to comply with the Thomas J. Moyer Ohio Judicial Center Regulations.**

I have read and agree to comply with the [Moyer Judicial Center Regulations](#) **Date:** _____

Return this application to: Chris Lozan, Facilities Services Coordinator
65 South Front Street, Columbus, Ohio 43215 ■ Email M&E@sc.ohio.gov ■ 614.387.9211 ■ Fax 614.387.9509