



Facilities Management Building & Grounds Permit Request Form

Individual/Organization Name: Collin County Bar Association

Contact Person: Dale R. Rose Phone #: 972 562 0266

Address: 2780 Virginia Pkwy, Suite 401 McKinney TX 75071
City, State Zip Code

Building and/or Description of Grounds Requesting to be used: Courthouse and
courtrooms, central jury room - for Mock Trial competition

Description of Activity: Annual CCBA 8th Grade Mock Trial
Competition - usually involves approx. 250 students, teachers,
and parents

Dates & Times of Preparation:	Dates & Times of Event:	Dates & Times of Clean up:
<u>Friday 2/11/21 - 7:30am</u>	<u>Friday 2/11/21 - 7:30-9:00pm</u>	<u>Fri 2/11/21 - 4:00-5:00</u>
<u>Sat. 2/12/21 - 8:30am</u>	<u>Sat 2/12/21 - 9:00-1:00pm</u>	<u>Sat 2/12/21 - 1:00-2:00p.m.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Requester's Name: Dale R. Rose Title: Mock Trial Coordinator
for Collin County Bar Assoc.

Signature: Dale R. Rose for CCBA Date: 08/23/21



COLLIN COUNTY

Lynne Finley
District Clerk
Jury Services
2100 Bloomdale Rd
McKinney, Texas 75071
972-548-4315 or
972-424-1460 Ext 4315 (Metro)
juryclerks@collincountytx.gov

CENTRAL JURY ROOM USAGE INSTRUCTIONS

- A jury clerk is available during the hours of 8:00 a.m.- 5:00 p.m. to assist with audio/visual equipment located in the room which includes the following:
 - Audio visual capability with 2 projectors and screen
 - Laptop available
- After approval is received for use of the room, it is your responsibility to contact Facilities (x5339) several days in advance for any requests for tables or room rearrangement. Please be sure at the completion of the event you do the following:
 - Remove all of your materials brought to the room;
 - Return chairs to the original placement (diagram is available) and lock them into place using the chair locks
 - Arrange for removal of the tables by facilities before the next jury call; and
 - Remove all trash (clean up spills and crumbs) from jury room and contact facilities if trash cans are overflowing.

Please ensure the Central Jury Room will be left in the exact condition it was found.

- If your meeting is after 5:00 p.m. or during the weekend, notify Homeland Security at (x4173) for access to the room. Badge access is required to access the Central Jury Room.

Please complete the following and return it to the jury service office to finalize your reservation.

Name: Dale R. Rose Phone: 972 562 0266

Email: ccba mocktrial@gmail.com

Department: Collin County Bar Association Date Request made: _____

Name/Title of Program: 8th Grade Mock Trial Competition - Annual

Requested Reservation Date and Times: Friday 2/11/21 7:30 - 4:00 pm / Sat 2/12/21

Number of Anticipated Attendees: Approximately 200 - 250 8:30 - 12 noon

***** Please contact the Jury Office immediately if your scheduled reservation is cancelled *****

Don't forget the Courthouse Café for your catering needs!