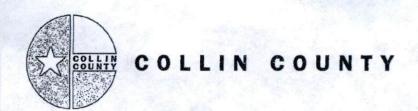


## Facilities Management Building & Grounds Permit Request Form

Individual/Organization Name: Collin County Bar Association
Contact Person: Dale R. Rose Phone #: 972 562 0266
Address: 2780 Virginic Pkny, Snik 401 MKinney TX 7507/ City, State Zip Code
Building and/or Description of Grounds Requesting to be used: Courthouse and
Courtroums, central jury room - for Mock Trial competition
Description of Activity: Annual CCBA 8th Grade Muck Trial Competition - usually involves approx. 250 students, teacher
Competition - usually involves approx. 250 students, teacher
and pannts
Dates & Times of Preparation: Dates & Times of Event: Dates & Times of Clean up:
Friday 2/11/21 - 7:30am Friday 2/11/21 -7:30-9:00 pm Fri 2/11/21 - 4:00-5:00
at. 2/18/21 - 8:30 am Sata 2/12/21 - 9:00-1:00pm Sat 2/12/21 - 1:00-2:00pm
Muck Trial Courdinater
Requester's Name: Dan K. Kos Title: tw Collin County Ber Hssoc.
Signature: Weh R la for CCBA Date: 08/23/21



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
  - o 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

Email: Coba mock trial @ 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

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