



Dallas County Facilities Mgmt.  
600 Commerce Street, 9<sup>th</sup> floor  
Dallas, TX 75202  
214.653.6777

**Dallas County Building Permit-Non Profit**

**Requestor:**

**Title:**

**Responsible Party for Incidentals:**

**Name of Group:**

**Contact Number:**

**Date of Use (list dates M/D/Y format):**

**Time of use:**

**Use Fee Amount: 0.0**

**Dallas County Facility Name requesting to use:**

**Presiding Judge (Full Name):**

**Court Room #:**

**Floor (be very detailed, security will not open what is not listed):**

**Misc. Details:**

Any additional space outside of the courtroom must be preapproved (training room, basement, central jury room, etc.)

We also acknowledge that we are familiar with Dallas County building use policies and agree to voluntarily comply with them (information listed on website; Building Use Policy)

**Sec. 74-244. Fees.** <https://www.dallascounty.org/departments/facilities-mgmt/room-rental.php>

**ALCOHOL**

Is prohibited in or on any Dallas County building. The statements and agreements herein are not merely recital but are contractual in character. I further understand that if any part of the aforementioned is not adhered to, me or my Organization may incur fees associated with the resolution of the same.

**In response to Covid-19, which has been declared a worldwide pandemic** by the World Health Organization. Dallas County has implemented certain protocols as preventative measures to reduce or slow the spread of Covid-19 during the production of the Program. Please follow all Covid posting throughout the buildings.

\_\_\_\_\_  
Requesting Parties Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/Name: Carol Johnson, Operations Manager  
Approved by Dallas County Facilities

\_\_\_\_\_  
Date/Signature