

## Trial Courtroom Access Agreement

This document represents the terms and conditions for use of the *George Mason University School of Law Trial Courtroom (122)*.

The trial courtroom is primarily for use by currently enrolled students and faculty of George Mason University Law School who are using the courtroom for regularly scheduled classes and practice sessions and participating in events sponsored by the Moot Court Board and Trial Advocacy Association. **Other individuals and outside groups may not use the courtroom without the approval of the Assistant Dean for Academic Administration.**

I, the undersigned, agree to the following:

I have received access to the trial courtroom and agree that I will not give or share my GMU access card with anyone else or let unauthorized users into the courtroom.

In addition, I agree to the following rules:

- Food and drink is expressly prohibited from the trial courtroom, **with the following exception:** bottled water may be provided to judges and counsel who are presenting an argument.
- Front and rear doors must be closed after the event is over. Users must exit the room at the end of the scheduled event. The front doors will automatically lock 15 minutes after the event is scheduled to end.
- Furniture and equipment should not be moved around or tampered with in any way.
- Individuals who wish to use the podium equipment must take a training session from the Law School's Technology Services staff.
- All equipment must be turned off and secured after use. Overhead lights should be turned off after use.
- The teleconferencing system should not be used for outgoing long distance calls without the permission of the Assistant Dean for Academic Administration.
- All trash and papers should be removed from the courtroom after use.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Questions relating to the use of use of technology in the trial courtroom should be directed to Deborah Keene, Associate Dean Library & Information at [dkeene@gmu.edu](mailto:dkeene@gmu.edu). Scheduling and reservation requests should be directed to Dawn Moore in the Dean's suite at [dmooreb@gmu.edu](mailto:dmooreb@gmu.edu)

Individuals who wish to be trained on using the computer and AV equipment should contact Carlos Sandoval, [csandov1@gmu.edu](mailto:csandov1@gmu.edu). An online tutorial is available at <http://www.law.gmu.edu/howto/courtroom>.