Win Whittaker Appellate Courtroom Access Agreement

This document represents the terms and conditions for use of the George Mason University School of Law Win Whittaker Appellate Courtroom (123).

The Win Whittaker Appellate 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 Win Whittaker Appellate Courtroom and agree that I will not give or share my access code 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 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 after the event is scheduled to end.
- Furniture and equipment should not be moved around or tampered with in any way without permission from Law School staff.
- Individuals who wish to use the audio-visual 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.
- All trash and papers should be removed from the courtroom after use.

Name (Print) _________________________________ Date ________________
Signature ________________________________

Questions relating to the use of technology in the courtrooms should be directed to Deborah Keene, Associate Dean Library & Information at dkeene@gmu.edu. Scheduling and reservation requests should be directed to Dawn Moore in the Dean’s suite at dmooreb@gmu.edu

Individuals who wish to be trained on using the AV equipment should contact Carlos Sandoval, csandov1@gmu.edu. An online tutorial is available at http://www.law.gmu.edu/howto/courtroom.