



DANE COUNTY CLERK
 City-County Building, Room 106A
 210 Martin Luther King, Jr. Boulevard
 Madison, Wisconsin 53703
 (608) 266-4121

SCOTT McDONELL
 COUNTY CLERK

Sherri Endres
 CHIEF DEPUTY
 (608) 266-4122

CITY-COUNTY BUILDING USE APPLICATION
RETURN ALL APPLICATIONS TO DANE COUNTY CLERK'S OFFICE
Room 106A, City-County Building – 30 days PRIOR TO EVENT

DATE OF APPLICATION: _____

NAME & ADDRESS OF ORGANIZATION:

CONTACT PERSON: _____ Email: _____

PHONE - DAYS: _____ PHONE – EVENINGS: _____

DATE OF FUNCTION: _____ HOURS OF FUNCTION: _____

NATURE OF FUNCTION:

SPECIAL NEEDS: _____

HAS THIS FUNCTION BEEN HELD IN THE CITY-COUNTY BUILDING PREVIOUSLY?

YES _____ NO _____ WHEN? _____

FOR OFFICE USE ONLY

FACILITIES MANAGEMENT COMMENTS:

COMMITTEE ACTION:

APPROVED AT MEETING OF: _____ DISAPPROVED AT MEETING OF: _____

CONDITIONS OF APPROVAL:

CC: FACILITIES MANAGEMENT