



State Facility Use Permit Application

Applications should be mailed to the Wisconsin State Capitol Police Dept., 17 W. Main St., Room 301, Madison, WI 53703.
 Permit application must be in at least 72 hours prior to event. Applications are typically processed in ten (10) business days.

Organization Name		Telephone Number () -	
Address	City	State	Zip Code
Applicant Name		On-Site Coordinator Name/Cell Phone Number	
Address	City	State	Zip Code
Web Site Address (if applicable)	E-Mail Address		
Location Requested		Set-Up Time & Start Time	
Dates Requested		End Time & Completion of Tear-Down Time	
Describe Proposed Use			
If Marching, Start Point & End Point			
Square Closed? ☐ Yes ☐ No	If Yes, Time of Closing: _____ Time Open: _____ (If permit received from City of Madison for any event, please include copy of permit)		
Anticipated Speakers			
Equipment Needs (Electricity inside/outside a building, tables, chairs, TV lights, PA system, podium, easels, etc. see page 21 of the access policy) • There will be a charge for equipment/services.			
Speaker Needs			
Crowd Estimate			
Insurance Carrier or Bond Co. (attach copy of Certificate of Insurance or Bond)		Policy Number or Bond Number	
• By signing this document I represent that I have read the Wisconsin State Facilities Event and Exhibit Policy, or had the same read to me, that I understand the provisions of the Policy, and I agree to be bound by the terms of the Policy, as well as Wisconsin Administrative Code Chapter ADM 2, and any other applicable provisions of Wisconsin Law. • By signing this document I understand that I, or the organization on whose behalf I am signing this application, agree to pay any charges assessed to me or the organization which I represent, as outlined in the Wisconsin State Facilities Event and Exhibit Policy.			
Applicant Signature		Date Signed	
☐ Approved ☐ Denied Conditions & Additional Information:		Date Signed Chief of Capitol Police or Designee	