

**FACILITY USE PERMIT APPLICATION FORM
FOR NONPROFIT ORGANIZATIONS**

Iowa County

County Administration

222 North Iowa Street, Dodgeville, WI 53533-1675

Phone: (608) 935-0399/ FAX: (608) 935-3024

RESERVATIONS WILL BE ACCEPTED FROM ONE WEEK TO 3 MONTHS IN ADVANCE

Name of Applicant/Organization		Date
Street Address		City, State, Zip Code
Contact Person		Phone Number
Subject/Purpose of Meeting		E-mail Address
Date of the Meeting	Start Time/End Time	Expected # of Participants

REQUESTED SERVICES:

<input type="checkbox"/>	Community Room, 1 st Floor (Maximum seating capacity 150)*	<input type="checkbox"/>	Permission to serve refreshments *
<input type="checkbox"/>	1001, 1004, 2001, (Maximum seating capacity 16)*	<input type="checkbox"/>	Post Meeting time & location /Lobby Bulletin Board*

Fee for Use of County indoor facilities will be as follows: Where a fee is charged it will be \$50.00 for the Community room and \$20.00 for other rooms.

1. First Priority for use is County Activities - No Room Rental Charge Damage Repair Charge (if required).
2. Second Priority: County and Government related Not-For-Profit Groups (Township, Villages, Cities, State, Federal, Regional, Local Taxing Bodies, etc) - No Rental Room Charge, Custodian Time Charge, Damage Repair Charge (if required), Winter Surcharge for weekend dates of snow events only.
3. Third Priority: Youth Groups and their leadership (not limited to Iowa County) - No Rental Room Charge, Custodian Time Charge, Damage Repair Charge (if required), Winter Surcharge for weekend dates of snow events only.
4. Fourth Priority: Community Groups (Chamber of Commerce, Lions Club, Kiwanis, Churches, Jaycees, etc.) Rental Charge, Custodian Time Charge, Damage Repair Charge (if required), Winter Surcharge for weekend dates of snow events only.

Rental charges may be waived if the event is for the direct benefit of Iowa County related group. Rental and/or custodian charges may be waived by the Administrator if unusual circumstances merit.

Building Access – Events must be conducted in approved areas only. The user shall obtain any licenses or permits required by law. Basic authorization may be granted for events which are scheduled to begin and end between 7:00 a.m. and 6:00 p.m. Monday – Friday. Keeping doors unlocked beyond these hours requires the issuance of a temporary key to the building and a **deposit of \$250** will be collected at the time of issuance. The deposit will be returned upon receipt of the temporary key provided that the building is in the same condition as it was before the event. Use is limited to events being in full conformance to these guidelines with pre-payment of fees.

***IOWA COUNTY GOVERNMENT RESERVES THE RIGHT TO REVOKE PERMISSION FOR USE OF ITS FACILITIES OR TO RESCHEDULE ACTIVITIES WITHIN THE GOVERNMENT CENTER WHEN NECESSARY. THE BOARD OF SUPERVISORS HAS PRIORITY OVER THE COMMUNITY ROOM AND ALL CONFERENCE ROOMS ALL TIMES AND THIS MAY REQUIRE RESCHEDULING OF ANY MEETING ON SHORT NOTICE. PLEASE NOTE THAT ALL MEETINGS MUST END NO LATER THAN 11 PM AT WHICH TIME THE SECURITY SYSTEM WILL CLEAR THE BUILDING.**

**** Use of the County's audio/visual equipment in the Community Room must be arranged in advance. Also the County does not provide reconfiguration of tables, additional tables, food preparation facilities or refrigeration equipment.**

****NOTE: Any group using County facilities or grounds shall:**

be required to release the County from any liability) for damages caused to the user or its property during the time of use, hold the County harmless from any liability to third parties for injury caused by the group or any persons or groups to attend the event, 3) be liable to the County for any damages to County property or injuries to County employees or agents caused by the group or by any person attending the group's events, whether or not the damage is the result of negligence, intentional acts or accident, 4) provide evidence of a minimum of \$100,000 in liability insurance coverage as part of any application that may involve 100 or more persons.

Denial of Usage – The County reserves the right to deny applications for use if the user has previously violated the rules set forth in this policy or if the use would pose health or safety risks.

I accept liability and hereby agree to indemnify and hold harmless Iowa County, Virginia, its officers, agents and all employees and volunteers, from any and all claims for bodily injury, personal injury, and/or property damage in connection with the use of the facility. I accept responsibility for control of the area until the meeting is finished. I accept responsibility for complying with all Americans with Disabilities Act (ADA) requirements. I recognize that it is my responsibility to supply ADA required assistance for this event. I have read and agree to comply with the "Regulations for Public Use of Facilities and Grounds at the Iowa Government Center." The undersigned hereby certifies that he/she is authorized to execute this document on behalf of the organization requesting the use of the facility.

Applicant Name/Title

Signature

Date

Reservation confirmed via e-mail. You may also confirm or cancel reservations by calling 608-935-0399 during normal business hours.

Deposit Received _____

Fee Received _____

Temporary Key issued _____

Deposit Returned _____