

**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) 935-0325

RESERVATIONS WILL BE ACCEPTED FROM ONE WEEK TO 6 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(s) of the Meeting	Start Time/End Time	Expected # of Participants	

ROOM REQUESTED:

<input type="checkbox"/>	Community Room, 1 st Floor (Maximum seating capacity 150)*	<input type="checkbox"/>	Courthouse Upper Conference room
<input type="checkbox"/>	1001, 1004, 2001, (Maximum seating capacity 16)*	<input type="checkbox"/>	Other, _____

Priority for Use of County indoor facilities will be as follows:

1. First Priority for use is County Activities including 4-H youth. development
2. Second Priority: County and Government related Not-For-Profit Groups (Township, Villages, Cities, State, Federal, Regional, Local Taxing Bodies, etc.).
3. Third Priority: Youth Groups and their leadership (not limited to Iowa County) other than 4-H programs.
4. Fourth Priority: Community Groups (Chamber of Commerce, Lions Club, Kiwanis, Churches, Jaycees, etc.).

*A Custodial Time Charge, Damage Repair Charge and Winter Surcharge (for weekend dates of snow events) may be assessed if required.

**Please note that users of the facility may be bumped by a higher priority group. All efforts will be made to find an alternative meeting place for those bumped.

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 8:00 a.m. and 4:30 p.m. Monday – Friday. Keeping doors unlocked beyond these hours requires the issuance of a temporary key to the building and a **\$25 fee** will be charged for any lost keys fobs/cards. Should a key be needed for the building, the key must be picked up during business hours unless prior arrangements are made with the staff member. Use is limited to events being in full conformance to these guidelines.

***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 10:30 PM AT WHICH TIME THE SECURITY SYSTEM WILL CLEAR THE BUILDING.**

