State of Wisconsin
Department of Administration
Division of Capitol Police
DOA-4675 (R01/2018)

Wisconsin State Capitol Police
17 W. Main St., Room 301
Madison, WI 53703
Voice: (608) 266-7840
Fax: (608) 261-6789

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

This document can be made available in alternate formats to individuals with disabilities, upon request.