



**Dane County Clerk**  
 City-County Building, Room 106A  
 210 Martin Luther King, Jr. Boulevard  
 Madison, Wisconsin 53703  
 (608) 266-4121

**Scott McDonell**  
 County Clerk

**Patti Anderson**  
 Chief Deputy Clerk

**City-County Building Use Application**  
*Return all applications to Dane County Clerk's Office*  
**City-County Building, Room 106A – 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 \_\_\_\_\_ If Yes, when? \_\_\_\_\_

**FOR OFFICE USE ONLY**

Facilities Management Comments:

\_\_\_\_\_

**Committee Action:**

Approved at meeting of: \_\_\_\_\_ Disapproved at meeting of: \_\_\_\_\_

Conditions of approval:

\_\_\_\_\_

**CC: FACILITIES MANAGEMENT**