

PERMIT APPLICATION

To: BUILDINGS COMMITTEE
157 North Main Street
Suite 57
Edwardsville, IL 62025

Date: _____

APPLICANT NAME: _____
(INDIVIDUAL, ORGANIZATION, ASSOCIATION, SOCIETY, FRATERNITY, SORORITY, CLUB OR GROUP)

PURPOSE/NATURE OF THE EVENT: _____

_____.

APPLICANT ADDRESS: _____

NAMES/ADDRESSES/PHONE/EMAIL OF OFFICERS, LEADERS AND MARSHALS

1. _____

 _____

 _____

2. _____

 _____

 _____

3. _____

 _____

 _____

4. _____

 _____

 _____

REQUESTED LOCATION: _____

REQUESTED DATE: _____

REQUESTED TIME/DURATION: _____

ALTERNATIVE LOCATION IF CONFLICT: _____

EXPECTED NUMBER OF PARTICIPANTS: _____

EQUIPMENT TO BE USED ON COUNTY PROPERTY: _____

**SPECIAL INSTRUCTIONS TO FACILITIES MANAGEMENT DEPARTMENT
(IF REQUIRED):**

BUILDINGS COMMITTEE ACTION: _____

**I HEREBY SIGN BELOW THAT THIS EVENT WILL BE IN ACCORDANCE TO
CHAPTER 54 OF THE [MADISON COUNTY CODE OF ORDINANCES](#):**

SIGN: _____

DATE: _____

Submit by email

OR

Mail to:
Buildings Committee
157 North Main Street
Suite 57
Edwardsville, IL 62025

*All applications/requests will be presented by the Facilities Management Department to the Madison County Buildings Committee for approval.

*Please submit applications no less than 30 days in advance of date requested.

*At the discretion of Madison County, a Certificate of Insurance and Hold Harmless agreement may be required. Applicant will be notified if necessary.