



# Facility Use Application

(for Government Center Campus and Public Firearms Range)

User group, by and through applicant, requests to use space within the Government Center Campus or Public Firearms Range.

## APPLICANT INFORMATION

Name of User Group: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## SPACE REQUESTED

### Exterior Space – Government Center Campus:

- |  |   |
|--|---|
| <input type="checkbox"/> Courthouse Grounds (West Lawn)    | <input type="checkbox"/> Courthouse Parking Lot A (North)   |
| <input type="checkbox"/> Courthouse Parking Lot E (West)   | <input type="checkbox"/> Courthouse Parking Lot D-1 (South) |
| <input type="checkbox"/> Courthouse Cul-de-Sac Entrance #1 |   |

### Interior Space - Courthouse:

- |   |  |
|---|--|
| <input type="checkbox"/> Room 001 – Small Assembly Room                   | <input type="checkbox"/> Room 003 – Large Assembly Room                    |
| <input type="checkbox"/> Room 016 – Lower Level Conference Room           | <input type="checkbox"/> Room 119Q – 1 <sup>st</sup> Floor Conference Room |
| <input type="checkbox"/> Room 226 – 2 <sup>nd</sup> Floor Conference Room | <input type="checkbox"/> Room 227 – 2 <sup>nd</sup> Floor Conference Room  |

### Public Firearms Range:

- |  |   |
|--|---|
| <input type="checkbox"/> Hand Gun Range    | <input type="checkbox"/> Long Gun Range |
| <input type="checkbox"/> Training Facility |   |

Date of Use: \_\_\_\_\_ Time of Use (start/finish): \_\_\_\_\_

Proposed Use of Space (be specific): (Attach any schedules or agendas for proposed use)

Only rooms 001 and 003 can be reconfigured to user specifications. If using those rooms then identify below:

Number of tables needed: \_\_\_\_\_ Number of chairs needed: \_\_\_\_\_

## REGULATIONS

1. The County of Chippewa (County), by and through its designee, reserves the right to cancel, move, or preempt scheduled use of County Facility space (space), and reserves the right to access and enter space. County reserves the right to inspect any equipment or apparatus brought into Space, and to limit or prohibit the use of any such items it determines may affect the safety or normal operation of the specific County facility, or as County sees fit.
2. Tables, chairs, fixtures and other equipment may not be removed from their assigned locations without permission. The Small Assembly Room (001) and Large Assembly Room (003) can be reconfigured to user specifications (see Process for the Scheduling of Facilities). At the conclusion of the permissible use, the user entity shall arrange the space in the original configuration and condition.

Any questions regarding space configuration should be directed to the Facilities & Parks Division. Inquiries regarding available equipment should be directed to the Chippewa County Clerk's Office. User is responsible for keeping the space, fixtures and equipment in good operating condition, and shall be responsible for any costs of repair or replacement incurred as a result of action or inaction by user.

3. No alcoholic beverages shall be served, consumed or otherwise brought into the Courthouse, and no persons impaired by alcohol shall be permitted in those County Facilities. In addition, the smoking of tobacco products and the use of smokeless tobacco products is prohibited by Chippewa County Ordinance §48-92(b). For additional guidelines related to the Parks, County Forest Lands and/or the Public Firearms Range please reference County ordinance chapters 50 and 16 and the Public Firearms Range webpage.
4. County reserves the right to charge user for any costs incurred by County due to use or misuse of space, fixtures, and equipment. **User is expected to ensure space, fixtures, and equipment are left as they were found, in a clean, undamaged, presentable and organized manner.** In the event cleaning, repair or other actions are necessary due to the actions or inactions of user. User may be assessed reasonable costs, and barred from future use of any space at County Facility discretion, for violation of the written Facility Policy of any County Facility. User may not reserve or use any space unless user has paid all costs and amounts due regarding prior usage of any space.

