

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. _____





PERMIT APPLICATION

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](#) (ATTACHED):

SIGN: _____ **DATE:** _____

Submit Completed Form:

Email to: facilities@co.madison.il.us

OR

Mail to: **Madison County – Buildings Committee**
157 N. 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.
- * At the discretion of Madison County, a Certificate of Insurance and Hold Harmless agreement may be required. Applicant will be notified if this is necessary.
- * Please submit applications no less than 30 days in advance of date requested.