



# Facility Use Application

(for Government Center Campus)

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

## 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 005 – Lower Level Conference 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  |   |

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 or County Forest Lands please reference County ordinance chapters 50 and.
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.

## INDEMNIFICATION AND LIABILITY AGREEMENT

1. User understands and agrees that in consideration of being allowed by County to use space, including if applicable fixtures and equipment, user, to the fullest extent permitted by law: 1) Waives all liability of County and releases County from all liability regarding use of space, fixtures and equipment; and 2) Agrees to indemnify County and to hold harmless County from any costs or liabilities incurred as a result of use of space, fixtures and equipment.
2. User understands and agrees that County does not warrant that any space, fixtures and equipment is fit for any purpose, and that County shall not be responsible in case of damage or injury to property or person or loss of individual property which may arise out of, result from, or be in any manner connected with use thereof. It is the responsibility of user to ensure that all children are properly supervised by adults.
3. User understands and agrees that using space, fixtures and equipment may expose user and others to risks. User voluntarily agrees to assume all such risks, and to release and hold harmless County and County's directors, officers, employees, volunteers and agents from and against any and all claims regarding damage to property or injuries to or death of any person(s), and to defend, indemnify and hold harmless County and County's directors, officers, employees, volunteers and agents from any and all claims, demands, suits, actions or proceedings of any kind or nature, of or by anyone whomsoever, in any way resulting or arising out of activities, actions or inactions of user.
4. User in no way construes the use of space as a County endorsement of user, its programs, objectives or viewpoints, and County does not make such an endorsement. User agrees to comply with all Federal and State laws, and with the rules of the specific County Facility containing the space.
5. User understands and agrees that this Application and Indemnification and Liability Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin, that Wisconsin law shall control this agreement, that any disputes that arise from this agreement shall be resolved in a Wisconsin court, and that if any portion of this agreement is held invalid, is shall be severed from this agreement and the balance of this agreement shall continue to be in full force and effect.

**By signing below the undersigned Applicant represents and acknowledges that Applicant is a duly authorized agent of user, is duly empowered and authorized to execute this Application and Indemnification and Liability Agreement on behalf of user and to bind user to its terms, and agrees that user: 1) Has accurately described the proposed use of space; 2) Has read, understands and agrees to follow the specific written County Facilities Use Policy (said specific Policy is incorporated herein and made part of this document by reference); and 3) Accepts responsibility for all space, fixtures and equipment use, guarantees payment of any and all costs, fees and use charges, agrees to promptly pay for any damage resulting from use or misuse of space, fixtures or equipment, and accepts and agrees to be bound by the liability and other clauses above.**

\_\_\_\_\_  
Signature of Applicant on Behalf of User Group

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name and Title Printed or Typed

FOR OFFICE USE ONLY:

☐ Approved ☐ Denied

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date