

Building Use Request Form

**Fayette Fire Station, 149 South Main St.
or Fayette City Hall, 11 S. Main St.**

1. Complete this form and submit to the Fayette City Administrator/Clerk's office at least 15 days before your event.
2. Approval or denial will be sent to you within one week of receiving completed form.
3. For the Fire Station, call Jason Rohde, to arrange for building access for your event, or with questions: 563-379-2095.
4. For the Fayette City Hall, call Kris McGrane, to arrange for building access for your event, or with questions: 563-425-4316.

Person Responsible

Name: _____

Email: _____

Phone: _____

Group Name: _____

Event Information

Briefly describe your event (e.g. a meeting, performance, workshop, class, dinner, etc.)

Event Description:

Event Name: _____

Event Date: _____

Building Use Specifics: _____

Estimated Attendance: _____

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The times below should include the whole time you will be in the building including set-up and take-down and cleaning:

Use Start Time: _____

Use End Time: _____

Building Space Requested:

Fire Station: meeting room ____, kitchen ____, truck bays ____, restrooms_____

City Hall: meeting room ____, restrooms_____

Equipment needed: Number of Tables_____, Number of Chairs_____

I agree that I and my event group will leave the facility in the same order as it was when I/we got to the facility. If my group or I damage any public property in the facility, I/we will pay for the damages.

Signature:

_____ Date_____

Approved by:

_____ Date_____

Fayette Fire Chief

Approved by:

_____ Date_____

City Administrator/Clerk

Approved by:

_____ Date_____

City of Fayette Mayor