



Plant Management Division  
 Administration Building-Room G-10  
 50 Sherburne Ave., St. Paul, MN 55155  
 Reservation and Forms: 651.201.2300  
 Fax: 651.297.5158

**REQUEST FOR USE OF CAPITOL COMPLEX FACILITIES FOR PUBLIC EVENTS**  
 -THIS DOCUMENT IS CONSIDERED PUBLIC INFORMATION-

THE UNDERSIGNED REQUESTS PERMISSION TO USE:

<b>FACILITY NAME</b> (fully describe area(s) needed)	<b>DATE OF EVENT</b>
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<b>SETUP START TIME</b> ____ AM ____ PM	<b>CLEANUP END TIME</b> ____ AM ____ PM	<b>NUMBER OF OVERSEERS</b> _____	<b>APPROXIMATE NUMBER OF ATTENDEES</b> _____
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(RESERVATION TIMES INCLUDE THE SETUP AND CLEANUP)

<b>NAME OF EVENT</b>	<b>START AND END TIME OF ACTUAL EVENT</b>
	START: _____ END: _____

<b>PROGRAM AGENDA</b>

HAVE YOU EVER APPLIED FOR A PUBLIC EVENT PERMIT BEFORE?  YES  NO IF YES-DATE \_\_\_\_\_ WAS APPLICATION APPROVED  YES  NO

<b>NAME OF APPLICANT</b>	<b>CONTACT PHONE NUMBER</b> ( )
<b>NAME OF ORGANIZATION</b>	<b>FAX NUMBER</b> ( )
<b>ADDRESS OF ORGANIZATION</b>	<b>CITY/STATE/ZIP CODE</b>

The following persons and the applicant will be responsible for compliance with rules and regulations of the Department of Administration, MN Rules 1235 and the conduct of participating persons. Applications for permit will be forwarded to the State Patrol, Capitol Complex Security Division.

NAME (List at least 2)	COMPLETE ADDRESS (include city, state and zip code)	DAYTIME PHONE NUMBER

SIGN AND RETURN ALL ORIGINAL FORMS

<b>APPLICANT'S SIGNATURE</b>	<b>DATE</b>
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**DO NOT WRITE BELOW THIS LINE—FOR STATE USE ONLY**

- PERMISSION APPROVED
- PERMISSION DENIED
- TENTATIVE APPROVAL, BUT FURTHER EXPLANATION IS NEEDED

<b>APPROVED SIGNATURE</b>	<b>DATE</b>
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