

Ristow, Nate - GOV

From: Huebsch, Mike - DOA
Sent: Friday, February 11, 2011 3:37 PM
To: Gilkes, Keith - GOV; Schutt, Eric - GOV; Archer, Cynthia - DOA
Cc: Jensen, Jodi - DOA
Subject: FW: permit request 2 11 11.doc
Attachments: permit request 2 11 11.doc

Here is a permit taken out by AFSCME for a Tuesday press conference. Jodi is getting most of this type of information initially, and I have asked her to forward it on to all of us. Likewise, if any of us receive information regarding labor action or anything else pertinent to the budget adjustment bill, we should forward it to the five of us on included in this email.

From: Jensen, Jodi - DOA
Sent: Friday, February 11, 2011 2:18 PM
To: Huebsch, Mike - DOA
Subject: Fwd: permit request 2 11 11.doc

Sent from my U.S. Cellular® Android phone
FYI

Charles A. Tubbs Sr.
Chief of Police
Wisconsin Capitol Police
State Capitol
Room B2 North
2 East Main Street
Madison, WI 53702
Office [REDACTED] Fax 608-267-9343
E-mail charles.tubbs@wisconsin.gov

From: Barica, Sue - DOA
Sent: Friday, February 11, 2011 2:04 PM
To: Tubbs, Charles A - DOA
Cc: Blackdeer, Dan - DOA
Subject: permit request 2 11 11.doc



State Facility Use Permit Application

Applications should be mailed to the State Capitol Police Dept., Rm. B2 North, State Capitol, Madison, WI 53702.
 Permit application must be in at least 4 weeks prior to event. If equipment is needed, there is a 4-week notice time.

Organization Name AFSCME		Telephone Number (608) 836-6666	
Address 8033 Excelsior Dr. Suite A		City Madison	State WI
		Zip Code 53717	
Applicant Name Danica Sorensen		On-Site Coordinator Name/Cell Phone Number Danica Sorensen 608-279-9366	
Address		City Madison	State WI
		Zip Code 53719	
Web Site Address (if applicable) www.wiafscme.org			

Location Requested State Street entrance, Madison Capital	Set-up Time 11:45 am
Dates Requested Tuesday, February 15, Wednesday February 16	Event Time Noon-1pm
Describe Proposed Use Press conference	

Is this a Rally? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a: Worksite Leafletting <input type="checkbox"/> March <input type="checkbox"/> Parade <input type="checkbox"/> Race <input checked="" type="checkbox"/> Other
Start Point n/a	End Point n/a
Square Closed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, Time of Closing: _____ Time Open: _____ (If permit received from City of Madison for any event, please include copy of permit)

Anticipated Speakers
n/a

Equipment Needs (adapters for outside electricity, electricity inside a building, tables, chairs, TV lights, PA system, podium, easels)
 • There may be a charge for some equipment/services.
 • \$100 deposit required for each adapter.
n/a

Speaker Needs
n/a

Crowd Estimate
200

Insurance Carrier (if insurance needed, provide copy of Certificate of Insurance) n/a	Policy Number n/a
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- Insurance, when required, shall include coverage for contractual liability with minimum limits of \$1,000,000 per occurrence for bodily injury, and property damage limits of \$250,000 per occurrence. The Certificate of Insurance shall name the State of Wisconsin, its officers, employees and Agents, as "Additional Insured."
- If TV lights are requested (must be requested at the time of application - 2 weeks prior to the event), there will be a charge of \$20/hr.
- The applicant is obligated to provide a sufficient number of identified crowd marshals.
- No open flames of any kind permitted on State property.
- Signs or banners may not be displayed on facilities without express written permission. Any sign within buildings must be removed from sticks. All other signs or decorations must comply with Chapter 2 of Wisconsin Administrative Code.
- For electricity used in amounts of 17 kilowatt hours or more, the permit holder will be charged a minimum rate established by DOA. All electrical rigging must be inspected by an authorized DOA electrician. A state electrician is required to be on duty at all times if electrical hookups draw more than 30 amps of electrical power.
- The business in any building will take precedence over any permit - The Capitol Police may make last minute changes or may cancel the event (permit) if it is deemed necessary.
- I certify that I have read the State Facilities User Permit Policies and Procedures and agree to abide by them.

Applicant Signature Danica Sorensen	Date Signed 2/11/11	<input type="checkbox"/> Approved -DCP <input type="checkbox"/> Denied	<input type="checkbox"/> Approved -DSF <input type="checkbox"/> Denied
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