



**JESSE WHITE, Secretary of State
DEPARTMENT OF PHYSICAL SERVICES**

SPECIAL EVENTS FORM

**PLEASE COMPLETE AND RETURN
FAX: (217) 524-7754**

Person/Organization	Tax Exempt Number	
Address		
City	State	ZIP Code
Event Contact Person	Day Phone	Evening Phone
Type of Event	Date of Event	
Detailed Description of Event		
Requested Time:	a.m./p.m. to	a.m./p.m. (To include set-up and tear down)
Time of Actual Program:	a.m./p.m. to	a.m./p.m.
Estimated Crowd: Maximum	Minimum	Number of Marshals (if required)

BUILDING(S) REQUESTED:

Capitol Building

Rotunda _____
Lincoln Statue _____

Vistor's Center

Auditorium _____

Note: The Howlett Auditorium and Hall of Flags will be unavailable until August 2023.

Surrounding Ground Requested _____

Equipment for use (depending on availability)

Requested quantities:

_____ chairs

_____ 8' tables

_____ podium

_____ coat racks

_____ stage

_____ press platforms

_____ ropes and stanchions

Will a sound system be utilized? yes no

Are there any unusual security concerns? yes no

If yes, please explain _____

If the event includes the operation or flying of an unmanned aircraft systems (UAS), then you are required to obtain appropriate documentation from the Federal Aviation Administration (FAA) and contact the Director of the Secretary of State Police or designee at 217-782-7126 for permission.

Will you be accompanied by any other law enforcement? yes no

If yes, what agency _____

24-Hour Emergency Phone: Secretary of State Police 217-782-6008

Remarks or Special Requests _____

The Secretary of State's Office follows the ADA 2010 Chapter 1, Title II Guidelines. It is the responsibility of the event person/organization to comply and ensure all ADA accessibility requirements are met for the event.

Permittee acknowledges that he/she has read Executive Order 2020-43, issued June 26, 2020, and will comply with the requirements set forth in that Order. Specifically, permittee agrees to adhere to the Executive Order's requirements that:

- (1) Individuals using shared spaces when outside their residence, including when outdoors, must at all times and as much as reasonably possible maintain social distancing of at least six feet from any person who does not live with them;
- (2) That while in a public place, whether indoors or outdoors, and unable to maintain a six-foot social distance, every individual who is over age two and medically able to tolerate a face covering shall cover their nose and mouth with a face covering; and
- (3) Permittee will limit the size of his/her gathering at the Capitol Complex to no more than fifty people.

Having read the requirements and regulations concerning the use of buildings under the jurisdiction of the Office of the Secretary of State, I agree to abide by **all rules and regulations as stated in Title 71 of the Illinois Administrative Code Chapter IV, Section 2005, and the Special Events Policy**. I agree to assume responsibility for damages done to the contents of the building(s) as a result of using the facility listed above, including any damage or misappropriation by members of the group or organization or any individual attending the function.

Signature of Applicant Acting on Behalf
of the Group or Organization

Date

Title