Satellite Caucus Application

Applications are due by November 18, 2019.
Applications may be delivered to
5661 Fleur Drive, Des Moines, IA 50321
or via email at satellite.caucus@iowademocrats.org

Your name: ____________________________________________

Your phone number: ____________________________

Your email address: ______________________________

I attest that I am registered to vote as a Democrat in the state of Iowa and that the information provided in this application is true to the best of my knowledge:

__________________________________________

(signature or mark of applicant)

Proposed Satellite Caucus Site (location) Information

State of proposed satellite site: ______________________________

County of proposed satellite site: ______________________________

Site name: ______________________________

Site address: ______________________________

Site contact name: ______________________________

Site contact phone: ______________________________

Site contact email: ______________________________
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Please provide a detailed reason describing the need for this satellite site (use additional pages if needed):
Venue Information

Has the owner/manager approved the use of this site?  
(Please attach documentation of the owner/manager’s approval, if available.)

Is this location normally open to the general public? If not, please describe who is allowed in this location.

________________________________________________________________________
________________________________________________________________________

Hours the site is available:
● If this is a public facility, what hours is the caucus site open to the public?

________________________________________________________________________

● If this is a closed site, what hours is the caucus site available to you?

________________________________________________________________________

Is there a designated parking lot, and how many spots are available?

________________________________________________________________________

If there is not a designated parking lot, please describe the nearest available parking or provide an explanation why parking is not needed.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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Number of tables available to use during the caucus: ______________

Number of chairs available to use during the caucus: ______________

Does the venue have Wi-Fi that is available to caucus leaders?

_____________________________________________________________________

Is there sufficient space for preference groups to form in the caucus room?

_____________________________________________________________________

Will the venue allow directional signage to be hung on the walls?

• Democratic Party signs? _____________________________________________

• Candidate signs?
  ___________________________________________
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ADA Compliance and Functional Accessibility

Satellite caucus sites that are approved to be open to the general public must be ADA compliant.

Does the building claim to be ADA compliant? _______________________

Are there any stairs from the main building entrance to the caucus room?
_________________________________________________________________

Are all hallways and doors at least 36 inches in width? _____________

Are there ADA compliant restrooms in the building? ________________

How many designated accessible parking spots are available?
________________________________________________________________

What is the walking distance from the parking area to the caucus room?
________________________________________________________________

Do any accommodations need to be made to make this location ADA compliant?
________________________________________________________________

Please include diagrams and/or photos of the venue and caucus room:
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Caucus Information
Satellite Caucus Sites that anticipate 10 or more attendees have a greater likelihood of being approved. Unless this is a request for an accommodation under the ADA in order to be able to participate in the Caucuses; however, all applications will be considered.

How many potential caucus-goers would attend this satellite caucus who would not otherwise be able to attend their precinct caucus?

________________________________________________________________________

How many people do you estimate will participate in this satellite site?

________________________________________________________________________

Time the caucus will occur: (if not 7 pm CT, please explain why)

________________________________________________________________________

________________________________________________________________________