

USE OF PUBLIC MEETING ROOMS AT
CITY HALL
28 W 701 STAFFORD PLACE
WARRENVILLE, IL

Two rooms are available for public use, seven days a week, from 8:00 a.m. to 11:00 p.m.

- A. The Council Chamber consists of a formal dais with seating for 15 and seating for approximately 50 in the audience area.
- B. The Conference Room consists of a conference table for 14 people and additional seating for 8.

Reservations should be made at least two weeks in advance by calling the Administration Department at 393-9427. Meetings/events will be scheduled on a "first come" basis.

City Departments and City Council have first right of access to meeting rooms and may relocate other groups if needed. In such instances, the group coordinator will be notified.

Use of the meeting room(s) is intended for community groups, service organizations, homeowner associations and other local government districts.

Room capacity must not be exceeded.

No rental fee or deposit required.

Groups are responsible for cleaning up, straightening chairs, replacing furniture in their original locations, turning off lights, locking the doors and locking the building

The group coordinator (signs out key and room) is responsible for the actions of the group, security of the building and setup/cleanup

No lit candles or open flames are allowed inside the building

If marker board is used, please wipe it off

Do not adjust thermostat

Food and drink are allowed on a limited basis, any spills or stains are to be cleaned up by the user

No alcoholic beverages allowed