

**CITY OF WARRENVILLE**

28 W 701 Stafford Place

Warrenville, IL 60555

**APPLICATION FOR FACILITY USAGE  
AND GUIDELINES**

I hereby make application for use of the **public meeting room(s)** subject to the applicable guidelines and the permit/waiver at bottom. Filing this request form does not guarantee approval of the facility nor time requested.

Applicant's name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Group/Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Room Requested: Council Chambers \_\_\_\_\_ Gallery Conference Room \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Description of Activity \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Permit/Waiver**

The City of Warrenville hereby grants the aforementioned applicant permission to use the facility requested under the terms as herein indicated.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Applicant: I have read and reviewed this application for permit to use the **City Hall meeting room(s)** and hereby agree to abide by and conform to all guidelines. I also agree to inform all other participants of said guidelines and require them to also abide by and conform to such guidelines.

It is fully understood and agreed by all parties that the Sponsoring Organization guarantees to hold the City of Warrenville harmless against any and all suits of any manner which might arise as a result of the permitted activities that the Sponsoring Organization agrees to defend and indemnify said City against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity and any damages, judgments or decrees which might be awarded against said City in the event that suit should be brought as the result of the covered activity(ies) as identified above.

The City of Warrenville reserves the right to reject any application, and suspend or terminate use of the building if the guidelines are not practiced as stated on the attached form.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_