

Warrenville Police Department
Sonny Mack Room
3S245 Warren Avenue
Warrenville, IL 60555
Non-Emergency: 630-393-2131



APPLICATION FOR FACILITY USAGE AND GUIDELINES

I hereby make application for use of the public meeting room subject to the applicable guidelines and the permit/waiver on this document. Completing this request does *not guarantee approval* for the use of the facility, nor the requested time. City Departments and City Council have first right of access to all meeting rooms and may cancel or relocate other groups, if needed. In such instances, the group coordinator will be notified.

Applicant Name _____

Group/Organization _____

Address of Individual/Organization _____

City _____ State _____ ZIP _____

Daytime Contact Phone/Evening Contact Phone _____

Email Address _____

Date(s) & Time(s) Requested _____

Description of Activity _____

_____ Estimated Attendance _____

Signature of Applicant _____ Date _____

Permit / Waiver

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

Applicant: I have read and reviewed this application for permit to use the **Sonny Mack** room and hereby agree to abide by and conform to all guidelines. I further agree to inform all other participants of said guidelines and to also require them to abide by and conform to such guidelines.

It is fully understood and agreed by all parties that the Sponsoring Group/Organization guarantees to hold harmless the City of Warrenville and it's Departments against any and all suits of any manner which might arise as a result of the permitted activities, that the Group/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 room if the guidelines are not practiced, as stated on this document.

Signature of Applicant _____ Date _____

Police Staff Approval _____ Date _____

GUIDELINES FOR USE OF THE SONNY MACK ROOM AT WARRENVILLE POLICE DEPARTMENT

3S245 WARREN AVENUE
WARRENVILLE, IL

The Sonny Mack room is available for public use Monday through Friday, from 9:00 a.m. to 6:30 p.m., excluding all weekends, City holidays and special Department closure hours.

The Sonny Mack room has a free-standing podium, dry-erase board, and tables and chairs for approximately 20 persons. Room capacity must not be exceeded.

Reservations should be made at least two weeks in advance by submitting a completed application for facility usage to Administrative Assistant Laura Schwarting at lschwarting@warrenville.il.us, or by calling Police Administration at (630) 393-2131. Meetings/events will be scheduled on a "first come" basis.

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

Use of the Sonny Mack room is intended for community groups, service organizations, homeowner associations, and other local government districts. No fee may be charged to any person to attend the designated function.

The use of this room for commercial sales or for presentations promoting a specific business or product is **not permitted**.

No rental fee or deposit is required.

Groups/Organizations are responsible for cleaning up, straightening chairs, relocating furniture to its original location, turning off lights, and **alerting the Police Department front desk personnel that the function has concluded**. There is no janitorial staff available to clean up.

It will be the responsibility of the Group/Organization/Individual to pay for repair or replacement of any damage to building or equipment caused by the group or individual's use of the premises.

The group coordinator is responsible for the actions of the group, security of the meeting room, and setup/cleanup.

Do not adjust thermostat.

Lit candles or open flames are not permitted.

A dry-erase board is available for use, which must be cleaned afterward by the group coordinator.

Food and *non-alcoholic* beverages are allowed on a limited basis; any spills or stains are to be cleaned up and are the responsibility of the user.

Alcoholic beverages are **not** permitted in the building.

Furthermore, the availability/use of this room is subject to any Governor Mandate, City determination, or the like regarding immediate or future closure of public meeting room(s) and/or any in-person capacity restrictions. Upon these circumstances, the use of this room (even if previously approved), may be cancelled without prior notice to the Individual/Organization.