

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 _____

Group/Organization _____

Address of Individual/Organization _____

City _____ State _____ ZIP _____

Daytime Contact Phone Number _____

Email Address _____

Room Requested: Council Chambers _____ Gallery Conference Room _____

Date(s) & Time(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.

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** _____

City Staff Approval: _____ **Date** _____

City of Warrenville

GUIDELINES FOR USE OF PUBLIC MEETING ROOMS AT CITY HALL 28W701 STAFFORD PLACE WARRENVILLE, IL

Two rooms are available for public use Monday - Friday, from 5:00 p.m. to 11:00 p.m., and Saturday and Sunday from 8:00 a.m. to 11:00 p.m.

The Council Chamber consists of a formal dais with seating for 15 and seating for approximately 50 in the audience area. The Gallery 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 submitting an application for facility usage to Executive Assistant Josie Avilez at javilez@warrenville.il.us or by calling the Administration Department at (630) 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 cancel or 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. No fee may be charged the persons to attend the meeting.

The use of the meeting room (s) for commercial sales or for presentations promoting a specific business or product is not permitted.

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 when their occurrence is completed. (There is no janitorial staff available to clean up.)

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

The group coordinator is responsible for the actions of the group, security of the building, and setup/cleanup. ***(Building Key must be picked up during business hours. Building Key must be returned in the water payment box located outside of the Manning Avenue entrance)***

Lit candles or open flames are not permitted.

Do not adjust thermostat.

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

Alcoholic beverages are not permitted in the building unless they are served in conjunction with a City-sponsored event.