



APPLICATION FOR CITY HALL USE AND GUIDELINES

3S258 Manning Avenue Warrenville, IL 60555

(630) 836-3050

I hereby make application for use of the **public meeting room(s)** available in the City Hall facility, subject to the applicable guidelines and waiver/permit below. Filing this request form does not guarantee approval of use 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 _____

Waiver / Permit

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 Applicant Individual/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. Further, the Individual/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 _____

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

City Staff Approval: _____ Date _____

GUIDELINES FOR USE OF CITY HALL PUBLIC MEETING ROOMS
28w701 Stafford Place
Warrenville, IL 60555

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

Council Chambers Room: Consists of a formal dais with seating for 15 and an audience seating area with seating for approximately 50 people. The room has a total capacity of 75.

Gallery Conference Room: Consists of a conference table with seating for 14 and additional seating around the room for 8.

Reservations: Should be made at least two weeks in advance by submitting an *Application for City Hall Use* to the attention of Executive Assistant / Deputy Clerk Dawn Grivetti at dgrivetti@warrenville.il.us. Room availability can be verified first by email or by calling (630) 836-3028. Meeting rooms are available on a first-come, first served basis with City public meetings taking precedence.

City Council, advisory boards and commissions and staff have first right of access to meeting rooms and may cancel or relocate other groups if necessary. In such cases, the Applicant will be notified.

Use of meeting room(s) is intended for community groups, service organizations, homeowner associations and other local government districts. No fee may be charged to persons attending meeting(s).

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

No rental fee or deposit is required to reserve these rooms.

Groups are responsible for cleaning up, straightening chairs, replacing furniture to its original location, turning off lights, and closing room doors when the meeting or event has ended. Applicant and group/organization will be held liable for any damage done to City property as a result of Applicant's or group/organization's use of the premises. Applicant is responsible for the actions of the group, security of the building, and setup/cleanup of the reserved room(s). Lit candles or open flames are not permitted.

A visitor badge must be picked up prior to the reservation. The badge allows for building and room access, however all doors will remain locked during the reservation. Interior meeting room doors may be propped open during the event to allow public access.

At no time should the building entrance doors be propped open or left unattended while open.

Food and non-alcoholic beverages are allowed on a limited basis. Any spills or stains are to be cleaned up by the Applicant and reported to the City if not removed. Do not adjust the thermostat.

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