



PERMIT FOR USE OF CITY-OWNED EQUIPMENT

Equipment may be loaned out on a temporary basis for City-sponsored events and for short-term use by overlapping local taxing districts serving Warrenville citizens. In all cases, the local governing body will assume financial responsibility for damages resulting from this use.

FEE: N/A provided a certificate of insurance is on file. The District / Governmental unit assumes responsibility for damages and replacement of damaged equipment.

This application for use of City owned property must be received at least two weeks prior to event to allow for the Public Works Director review and approval. The City of Warrenville reserves the right to deny any request and retains the first right of use for all equipment and may cancel a permit if a City need arises prior to the event indicated. In such cases, the applicant will be notified as soon as possible so that other arrangements can be made.

APPLICANT

Name: _____ Phone: _____

Address: _____

Organization/Governmental Unit: _____

Address: _____

Date and Location of Event: _____

City Equipment to be Borrowed

The equipment must be used within the City of Warrenville corporate limits. Applicant must arrange to pick up and return all equipment to the City Public Works garage at Mignin Drive. Applicant is responsible for all set up, take down, and cleaning of all equipment.

Mark items requested with an X and indicate the number needed after the item. Tables are about 8 by 3 feet. Pop-up tents are about 10 by 10 feet.

_____ Tent(s) No. _____	_____ Portable Public Address System
_____ Table(s) No. _____	_____ Other (specify) _____
_____ Chairs No. _____	

Signature of Applicant

Date

Approval of permit:

Public Works Director/or Designee

Date