



**2016 NAPERVILLE MUNICIPAL CENTER
ROOM RESERVATION REQUEST AND APPROVAL FORM
External Organization**

DATE OF MEETING: _____
SET-UP ARRIVAL TIME: _____ am/pm
ACTUAL MEETING TIME: From _____ am/pm To _____ am/pm
MUNICIPAL CENTER HOURS: M-F 8am-10pm Sat. 8am-3pm

NAME OF ORGANIZATION: _____

TYPE OF ORGANIZATION: Government
 Not-for-Profit (*Articles of Incorporation must be provided each year*)

CONTACT PERSON: _____
 (The person responsible for making the reservations/cancelations and who resides in the corporate limits of Naperville)

BILLING ADDRESS: _____ **NAPERVILLE (ZIP)** _____

Day Phone/Cell: _____ **E-mail:** _____

NATURE OF MEETING: (Provide as much detail as possible)

ROOM ARRANGEMENT – Select room set-up from the list below:

Number of Attendees: _____ Front table: _____ Number of chairs: _____
 Conference - # _____ Classroom - # _____ Audience - # _____
 Meeting Room A - \$30
 Meeting Room B - \$30
 Meeting Rooms A&B - \$60
 Lunch Room (as is) - \$30 (Mon-Fri 8 am–11 am; 2 pm-10 pm;
 Sat (8 am - 3 pm)

*Microwave, sink, and refrigerator are available for Meeting Room B or combinations of rooms A/B.

***No audio/visual equipment, including microphones, or other technical support or equipment will be provided by the City.**

I have read the Naperville Municipal Center Meeting Room Procedures and Guidelines and agree to its provisions. I agree to indemnify, hold harmless and defend the City of Naperville from and against any and all personal injuries and/or loss of personal property sustained by applicant’s attendees arising out of the facility use applied for under the Naperville Municipal Center Meeting Room Procedures and Guidelines. **The organization accepts responsibility to clean the room and for any damage caused to the room. Further, the organization understands that no refunds will be given by the Finance Department if written notification of meeting cancelation is not provided to the City Council Office within 48 hours of the scheduled meeting time.**

Signature: _____
 (If you are a homeowners/condo association application MUST be signed by association president)

Title: _____ Date: _____

FOR OFFICE USE ONLY

Approved _____ Denied _____

Date: _____

Room(s) assigned: _____

Payment: _____

ALL CANCELATIONS MUST BE EMAILED 48 HOURS IN ADVANCE

Please remit payment at time of application. Checks should be made out to the City of Naperville.

The City of Naperville kindly requests that meeting participants park on the upper deck. Groups with more than 50 participants are asked to park off-site. Parking in the lower deck is not permitted before 5:00 pm Monday – Friday.

Mail to: City of Naperville, City Council’s Office, 400 S. Eagle Street, Naperville, IL 60540

Phone: (630) 548-2983

Email: lynchr@naperville.il.us

MEETING ROOM POLICY AND PROCEDURES

General Guidelines

The meeting rooms in the Naperville Municipal Center are designed primarily to meet the operational needs of the City of Naperville and provide accommodations for educational, informational, cultural and civic functions of the Naperville community. Information regarding the rooms and scheduling is the responsibility of the City Council Office. Please call Reggie Lynch at (630) 548-2983 or email her at lynchr@naperville.il.us

Priorities

In the event of a conflict, this list of priorities will prevail.

1. Naperville City Council and staff meetings.
2. City-initiated meetings including Plan Commission, Zoning Board of Appeals, Transportation Advisory Board, Financial Advisory Board and all other advisory boards and commissions.
3. Other agencies of government.
4. Meetings of not-for-profit community groups and organizations whose aims are for educational, cultural or civic purposes. **A copy of the Articles of Incorporation or Charter must be supplied every year.**

No Endorsement

Use of the Meeting Rooms does not constitute City endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

Equal Opportunity

All activities taking place in the Meeting Rooms must be open to all citizens, regardless of age, sex, race, religion, national origin or physical handicaps. It is the responsibility of the group to provide any and all reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

Liability

1. All organizations or groups shall indemnify, defend and hold harmless the City of Naperville, its officers, agents, employees from and against any and all claims, suits, actions or any kind resulting from any negligent act, omission or error of the renter which results in personal injuries or property damage arising from the renter's use of the Municipal Center Meeting Rooms.
2. The applicant and/or organization will be jointly and separately liable for any breakage, damage or theft of any City property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.
3. The City of Naperville, its employees and Trustees do not assume personal responsibility for personal injury or damage or loss of personal property during the applicant's use of meeting room.

Meeting Rooms:

See Exhibit A for a description of each room.

NOTE: The Employee Lunchroom is **not** available for External Meetings from 11 am – 2 pm Monday – Friday.

Restrictions:

1. The Municipal Center Meeting Rooms are **not** available for private parties, commercial purposes, rehearsals, social gatherings or fund-raising activities. The meeting rooms may not be used for meetings organized by a political candidate or by an organization formed specifically for a candidate or an issue. Political meetings with a less specific focus are permitted. Meeting agendas may be requested prior to booking confirmation.
2. Organizations meeting in the Municipal Center Meeting Rooms shall **not** use the City for their mailing address or, even on a temporary basis, direct calls relating to their meetings to the City telephones.
3. All groups of persons under 18 years of age must be attended by adult chaperones who will assume responsibility for the group's activities.
4. Smoking is not allowed anywhere in the Municipal Center.
5. **Alcoholic beverages are not allowed to be consumed anywhere on the premises.**
6. **All set up and take down must be done by the City's custodial staff. Tables and chairs may not be moved around by any organization using a meeting room.**
7. Each not-for-profit organization will be limited to no more than two (2) meeting room uses per month.

Reservations and Scheduling:

1. Reservations must be made by a person residing within the corporate limits of Naperville who is 18 years of age or older. The person making the application shall be the contact person and the only person authorized to make changes in the reservation.
2. **Applications for use of the rooms must be made on the forms provided. A room reservation is temporary until the form has been approved by the City Council Office and any applicable outstanding fees paid. Checks should be made payable to the City of Naperville.**
3. The City may preempt any meeting when necessary. If this happens, all reasonable efforts will be made to reschedule the reservation to another area in the Municipal Center. If this is not possible, the requesting group will be notified.
4. The need to have maintenance personnel and a security guard available for meetings restrict meeting room use to the following hours:
8:00 AM – 10:00 PM Monday through Friday
8:00 AM - 3:00 PM Saturday
No meetings will be scheduled on Sunday or City observed holidays
5. The using group must vacate the building by the time specified on their application.
6. In the event the applicant requires meeting times that differ from the above schedule, special arrangements are required. All special arrangements must be made seven (7) days prior to the meeting.
7. No group may assign its reservation to another group.
8. Requests will be honored on a first-come, first-served basis; however the City may preempt any meeting when warranted. Checks should be made payable to the City of Naperville.

Cancellations and Refunds:

1. Cancellations will be accepted from the original applicant only.
Cancellations will be made only if the notice of cancelation is received BY EMAIL no later than forty-eight hours (48) before the scheduled event. Refunds will not be made for cancellations with less than forty-eight (48) hours advance notice unless canceled by the City.
2. The City reserves the right to cancel any meeting or reservation due to unforeseen circumstances such as a building or weather related emergency.

Use and Care of Facilities:

1. Attendance at meetings must be limited to the stated capacity of the rooms.
2. Nails, tacks, tape, etc., are not to be used on the walls or grease boards.
3. Meeting rooms must be left clean and in good condition. All papers, cups and other waste must be disposed of properly. Failure to leave the facility in proper order could result in denial of future requests to use the facilities. Each organization will reimburse the City for any and all property damage done or presumed to have been done to the City facilities used as a result of an approved request.
4. The direct maintenance expense for the removal of carpet stains caused by food and drinks will be charged back to the user.

Parking:

Parking is available on the upper parking deck, accessible from Webster Street and Eagle Street. For groups of 50 or more please park off site. No parking in the lower parking deck before 5pm Monday – Friday.

Schedule of Fees:

- A. The basic rental room fee includes the setup and dismantling of chairs and tables, placement of a podium and projection screen, and placement of additional trash containers, if needed.
- B. Any costs for special cleanup, damage, or equipment repairs incurred by the City as a result of renter’s use may be charged to the applicant.
- C. Fees will not apply to, and some restrictions may be waived for official meetings of the staff or governing bodies of the City of Naperville. This would include town meetings of elected representatives of local, state, or national government.

| Municipal Center Meeting Room | Setup and Capacity | Standard Fee for Use of Room |
|--------------------------------------|--|-------------------------------------|
| Meeting Room A | Conference for 25 Classroom for 30 Audience of 40 | \$30 |
| Meeting Room B | Conference for 40 Classroom for 60 Audience of 100 | \$30 |
| Meeting Rooms AB | Conference for 40 Classroom for 70 Audience of 130 | \$60 |
| Lunchroom | Tables and chairs for 84 – No Additional Setup | \$30 |

Please include your check with your application. Make all checks payable to the City of Naperville.

NAPERVILLE MUNICIPAL CENTER

Meeting Room Policy and Procedures

COUNCIL CHAMBERS - First Floor (Governmental Groups Only)

Capacity & Layout: 292 auditorium style, 8 handicapped, 11 at Dias
Primary Uses: City Council Meetings
Meetings conducted by other governmental agencies
Restrictions: Available for other use upon approval of City management
No food or drinks allowed
Accommodations: Podium, public address system, audio record jack, cable and connector for your tape recorder, projection screen

MEETING ROOM A – Lower Level

Capacity & Layout: 30 seated at a conference table or classroom style, 40 audience style
Accommodations: Food is permitted
Podium, dry erase board, projection screen upon request

MEETING ROOM B – Lower Level

Capacity & Layout: 40 seated at a conference table, 60 seated classroom style, 100 audience style
Accommodations: Food is permitted
Refrigerator, microwave oven and sink available
Dry erase board, podium, and projection screen

MEETING ROOMS A AND B COMBINED

Capacity & Layout: 40 seated at a conference table, 70 seated classroom style 130 audience style
Accommodations: Food is permitted
Podium, 2 dry erase boards, 2 projection screens, refrigerator, microwave oven, and sink

LUNCHROOM

Capacity & Layout: Tables and chairs for 84. **No changes will be made to the Lunchroom setup.**

*** NOTE: We have only 13 tables and 130 chairs in Meeting Rooms AB.
If Rental Tables are needed, we will need a 24 hour notice. Saturday meetings require notice by Wednesday. Special setup arrangements involving rental tables will be billed separately and must be discussed directly with PBO staff.**

Reservations should be made at least 7 days in advance of the group event to ensure that the space is available.



Naperville

Municipal Center Meeting Room Emergency Procedures

Initial Actions

Visitors of the Municipal Center may encounter emergencies that require immediate action. Emergencies may include:

- Tornado or other storm warning
- Fire and smoke report
- Hostile or suspicious person

In each of these cases, guests of the Municipal Center meeting rooms should take immediate action to ensure their own safety. The city recommends that the meeting organizer point out the shelter areas and exits to all attendees at the beginning of the meeting.

General Actions

Evacuation

When fire and smoke is reported, occupants should evacuate the building and remain in the upper parking deck unless otherwise directed by emergency responders, building security staff or city employees. Once evacuated, please stay away from exits and roadways to allow quick access for emergency workers.

Shelter

Occupants may be sheltered in place for tornado warnings or threat by hostile persons. If the meeting organizer determines that it is too hazardous to evacuate, he/she may choose to have occupants shelter in place or in designated shelters on the first floor of the Municipal Center.

Muster areas

Areas of refuge in the Municipal Center include interior offices, interior stairways, the exercise room and lockers and the archives area. For tornadoes, the preferred areas of refuge are interior stairways and the lower level rooms. Locations near the Municipal Center that may be used for refuge include the Township Building on Water Street, Nichols Library on Eagle Street and the Rubin Center on Jackson Street. Outdoor areas of refuge include the upper parking deck, the shelter near the Dandelion Fountain, and the Naperville Riverwalk Grand Pavilion on Jackson Street.

Concluding Actions

Returning to the Municipal Center

Occupants should follow the direction of emergency responders before re-entering the Municipal Center following an emergency.