## NAPERVILLE MUNICIPAL CENTER LOBBY RESERVATION REQUEST AND APPROVAL FORM

Dates		(Not to exce	ea 30 days)
From			
Name of Organization:			
Contact Person (Must be a R			
Daytime Phone:			
Address:			
SET UP Date:	Time	<b>:</b>	am/pm
REMOVAL Date:			
Type of Organization:			
Government	Not for Profit (Need	Articles of Incorporation)	)
Other (please explain)			
IF THIS IS A	A DISPLAY, PLEASI	E COMPLETE THIS	SECTION.
Nature of the Display:	· · · · · · · · · · · · · · · · · · ·		
Size of Display:			
What is the square footage	required?	Will you requi	re a table(s) for your
display? Yes No H			, in the state of
Will you bring equipment			av? Please describe:
will you oming equipment	into the Mamerpar con	ner to mount your dispr	ay. Theuse describe.
	•	E COMPLETE THIS S	
Number of Guests:			
Food/Refreshments:		T1 0 X/	
How many tables?			
Additional Set up Required?			
What provisions do you ha			
What provisions do you ha	we for clean up?		<del></del>
Please Note:			
	st be accompanied by an	8 ½" x 11" description of	f the historical, cultural, or
	ance of the event or displant		the instorical, cultural, or
		on the Lobby drawing on the	the reverse side of this
application.	of the event of display of	in the Loody drawing on t	are reverse side of tims
	onsible for any property of	damage, theft or vandalisr	n of a display.
	reserved and the property of		
Signature		Approved	Denied
Title	Date	Date	