



Naperville Municipal Center  
Lobby Reservation Request Form

For Office Use Only  
 Approved  
 Denied  
Date: \_\_\_\_\_

Dates: \_\_\_\_\_ - \_\_\_\_\_ (Not to Exceed 30 days)  
From To

Municipal Center Hours: Mon - Fri 8 am - 10 pm and Sat 8 am - 3 pm

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
*(Must reside in the corporate limits of Naperville)*

Contact Person's Address: \_\_\_\_\_ Naperville (zip) \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ am/pm

Removal Date: \_\_\_\_\_ Removal Time: \_\_\_\_\_ am/pm

Type of Organization:

- Government
- Not for Profit (attach a copy of Articles of Incorporation)
- Other - Explain: \_\_\_\_\_

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**If This Is A Display, Please Complete This Section**

Nature of the Display: \_\_\_\_\_

Size of the Display: \_\_\_\_\_

What is the square footage required? \_\_\_\_\_

Will you require a table(s) for your Display?  Yes  No How many? \_\_\_\_\_

Will you bring equipment into the Municipal Center to mount your display? Please describe:  
\_\_\_\_\_

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**If This Is An Event, Please Complete This Section**

Number of Guests: \_\_\_\_\_ Food/Refreshments?  Yes  No

How many tables? \_\_\_\_\_ Chairs? \_\_\_\_\_ Electric?  Yes  No

Additional set up required? \_\_\_\_\_

What provisions do you have for clean up? \_\_\_\_\_

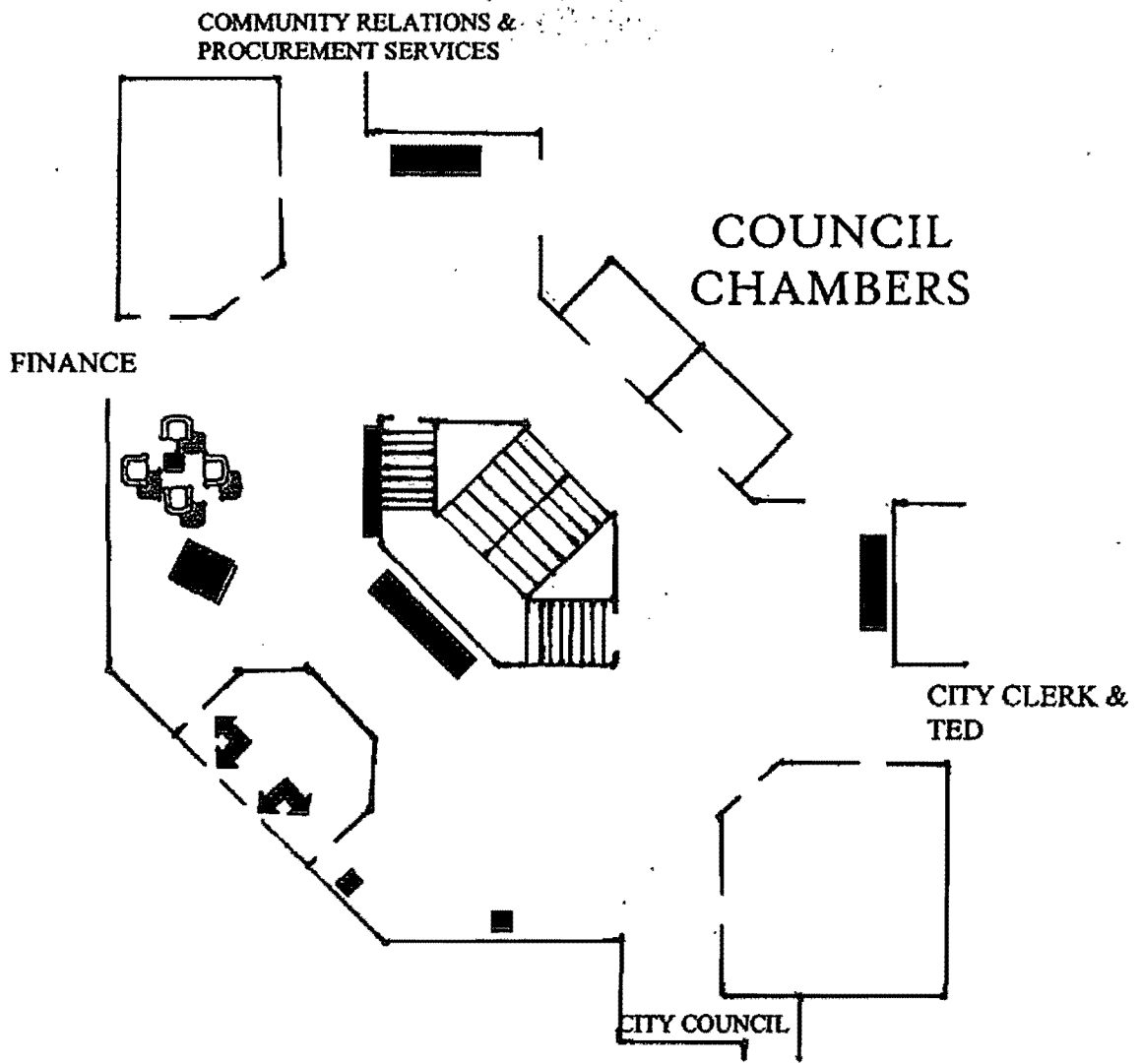
**Please Note:**

- o This application **MUST** be accompanied by a description of the historical, cultural, or educational significance of the event or display.
- o Please draw a layout of the event or display on the Lobby drawing on the second page of this application.
- o The City is not responsible for any property damage, theft, or vandalism of a display.

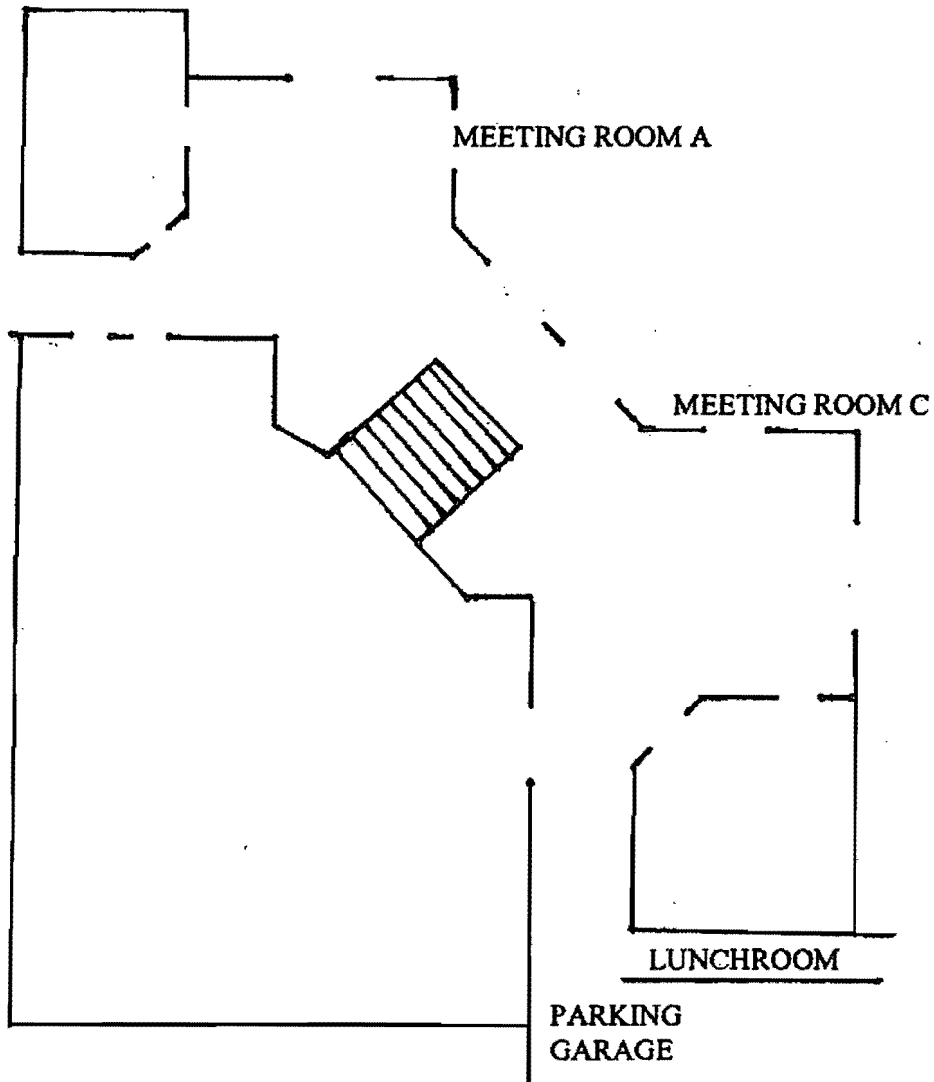
Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to: City of Naperville, City Council Office, 400 S. Eagle Street, Naperville, IL 60540  
Primary Contact: Reggie Lynch ~ 630.548.2983  
Secondary Contact: Lynn Zilinsky ~ 630.305.5226



# MAIN LEVEL



# LOWER LEVEL