



Naperville

APPLICATION FOR USE OF MUNICIPAL CENTER LOBBY

Contact Information:

Name of organization: _____

Primary contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Dates Requested (Not to exceed 14 days):

Dates of event/display: _____

Set up date/time: _____ Removal date/time: _____

Requests for Displays:

Description of display: _____

* Include a drawing of display on reverse side of application

Size in Square Feet: _____ Dimensions: _____ Is electric necessary: No Yes

Description of any equipment the organization will bring for display: _____

Requests for Events:

Estimated number of attendees: _____ Will refreshments be served: No Yes

* Include a drawing of the event on reverse side of application

Number of tables: _____ Number of chairs: _____ Electric necessary: No Yes

Description any additional set up required: _____

Describe the plan to clean up after the event: _____

Signature:

Signature of Applicant: _____ Date: _____

Return completed form to Rachel Pruneda, Administrative Assistant – City Manager’s Office

prunedar@naperville.il.us

630-420-6031

INTERNAL USE ONLY

APPROVED / DENIED

DATE

INITIALS

Layout of display/event