**NAPERVILLE MUNICIPAL CENTER**
**LOBBY RESERVATION REQUEST AND APPROVAL FORM**

Dates ___________________-____________________ (Not to exceed 30 days)

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

Name of Organization: _____________________________________________________

Contact Person (Must be a Resident): ________________________________________

Daytime Phone: __________________ email:  __________________________________

Address: ____________________________________Naperville, IL ____________ (Zip)

SET UP Date:  _______________________ Time:  ____________________ am/pm

REMOVAL Date:  ____________________ Time:  ____________________ am/pm

Type of Organization:

Government ___  Not for Profit (Need Articles of Incorporation)___

Other (please explain) ______________________________________________________

---

**IF THIS IS A DISPLAY, PLEASE COMPLETE THIS SECTION.**

Nature of the Display: ______________________________________________________

Size of 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:

___________________________________________________________________________

___________________________________________________________________________

---

**IF THIS IS AN EVENT, PLEASE COMPLETE THIS SECTION.**

Number of Guests: ___________________________________________________________

Food/Refreshments: __________________________________________________________

How many tables? _____________  Chairs? _______________  Electric? Yes __ No__  
Additional Set up Required? _____________________________________________________

What provisions do you have for clean up?____________________________________

______________________________________________________________________

Please Note:

- This application must be accompanied by an 8 ½” x 11” description of the historical, cultural, or educational significance of the event or display.
- Please draw a layout of the event or display on the Lobby drawing on the reverse side of this application.
- The City is not responsible for any property damage, theft or vandalism of a display.

Signature ___________________________                       Approved _______ Denied ______

Title __________________ Date ________                       Date ________________________

Mail to: City of Naperville, City Council’s Office, Naperville, IL 60540