

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

Dates _____ - _____ (Not to exceed 30 days)
From _____ To _____

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 _____

Title _____ Date _____

Approved _____ Denied _____
Date _____