

**NAPERVILLE MUNICIPAL CENTER
ROOM RESERVATION REQUEST AND APPROVAL FORM
External Organization**

DATE OF MEETING: _____
SET-UP ARRIVAL TIME: _____ am/pm
ACTUAL MEETING TIME: From _____ am/pm To _____ am/pm
MUNICIPAL CENTER HOURS: M-F 8am-10pm Sat. 8am-3pm

NAME OF ORGANIZATION: _____

TYPE OF ORGANIZATION: Government
 Not-for-Profit (*Articles of Incorporation must be provided each year*)

CONTACT PERSON: _____
(The person responsible for making the reservations/cancellations and resides in the corporate limits of Naperville)

ADDRESS: _____ **NAPERVILLE (ZIP)** _____

Fax: _____ **Day Phone/Cell:** _____ **E-mail:** _____

NATURE OF MEETING: (Provide as much detail as possible)

ROOM ARRANGEMENT – Select room set-up from the diagrams attached

Number of Attendees: _____ Front table: _____ Number of chairs: _____

- Option _____ Number of chairs: _____
 Podium
 Lunch Room (as-is) M-F 5-10 pm & Sat 7 am -3 pm

* Coffee maker, microwave, sink, and refrigerator are available for Meeting Room C or combinations of rooms A/B/C & B/C only.
 *All organizations must provide their own coffee supplies and clean up after the meeting.

I have read the Naperville Municipal Center Meeting Room Procedures and Guidelines and agree to its provisions. I agree to indemnify, hold harmless and defend the City of Naperville from and against any and all personal injuries and/or loss of personal property sustained by applicant's attendees arising out of the facility use applied for under the Naperville Municipal Center Meeting Room Procedures and Guidelines. **The organization accepts responsibility to clean the room and for any damage caused to the room. Further, the organization understands that a \$50 No Show Fee will be invoiced by the Finance Department if written notification of meeting cancellation is not provided to the City Manager's Office within 48 hours of the scheduled meeting time.**

Signature: _____
(If you are a homeowners/condo association application MUST be signed by association president)

Title: _____ Date: _____

FOR OFFICE USE ONLY

Approved ___ Denied ___
 Date: _____
 Room(s) assigned: _____

ALL CANCELATIONS MUST BE IN WRITING

Please email cancellation to: Biernackim@naperville.il.us

The City of Naperville kindly requests that meeting participant's park on the upper deck. Groups with more than 50 participants are asked to park off-site. Parking in the lower deck is not permitted before 5:00 pm Monday – Friday.

Mail to: City of Naperville, City Manager's Office, Naperville, IL 60540 or Fax: 630.420.6083

MEETING ROOM POLICY AND PROCEDURES

General Guidelines

The meeting rooms in the Naperville Municipal Center are designed primarily to meet the operational needs of the City of Naperville and provide accommodations for educational, informational, cultural and civic functions of the Naperville community. Information regarding the rooms and scheduling is the responsibility of the City Manager's Office. Please call 630.420.6044.

Priorities

In the event of a conflict, this list of priorities will prevail.

1. Naperville City Council and staff meetings.
2. City-initiated meetings including Plan Commission, Zoning Board of Appeals, Transportation Advisory Board, Financial Advisory Board and all other advisory boards and commissions.
3. Other agencies of government.
4. Meetings of not-for-profit community groups and organizations whose aims are for educational, cultural or civic purposes. **A copy of the Articles of Incorporation or Charter must be supplied every year.**

No Endorsement

Use of the Meeting Rooms does not constitute City endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

Equal Opportunity

All activities taking place in the Meeting Rooms must be open to all citizens, regardless of age, sex, race, religion, national origin or physical handicaps. It is the responsibility of the group to provide any and all reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

Meeting Rooms:

See Exhibit A for a description of each room.

See Exhibit B for room layout alternatives.

See Exhibit C for the Room Reservation Request Form.

NOTE: The Employee Lunchroom is **not** available for External Meetings from 8am – 5 pm
Monday - Friday

Restrictions:

1. The Municipal Center Meeting Rooms are **not** available for private parties, commercial purposes, rehearsals or fund-raising activities.
2. Organizations meeting in the Municipal Center Meeting Rooms shall **not** use the City for their mailing address or, even on a temporary basis, direct calls relating to their meetings to the City telephones.
3. All groups of persons under 18 years of age must be attended by adult chaperones who will assume responsibility for the group's activities.
4. Smoking is not allowed anywhere in the Municipal Center.
5. **Alcoholic beverages are not allowed to be consumed anywhere on the premises.**
6. All set up and take down must be done by the City's custodial staff.
7. Each not-for-profit organization will be limited to no more than two (2) meeting room uses per month.

Reservations and Scheduling:

1. Reservations must be made by a person residing within the corporate limits of Naperville who is 18 years of age or older. The person making the application shall be the contact person and the only person authorized to make changes in the reservation.
2. Applications for use of the rooms must be made on the forms provided. A room reservation is temporary until the form has been approved by the City Manager's Office and applicable fees paid. Payment must be made when the application is submitted at least 5 business days prior to the meeting date. Checks should be made payable to: City of Naperville.
3. The City may preempt any meeting when necessary. If this happens, all reasonable efforts will be made to reschedule the reservation to another area in the Municipal Center. If this is not possible, the requesting group will be notified and the fees refunded.
4. The need to have maintenance personnel and a security guard available for meetings restrict meeting room use to the following hours:
 - 8:00 AM – 10:00 PM Monday through Friday**
 - 8:00 AM - 3:00 PM Saturday**
 - No meetings will be scheduled on Sunday or City observed holidays**
5. The using group must vacate the building by the time specified on their application.
6. In the event the applicant requires meeting times that differ from the above schedule, special arrangements are required. All special arrangements must be made seven (7) days prior to the meeting.
7. No group may assign its reservation to another group.
8. **No Show Policy** - Notice of cancellations must be made in writing via fax or email no less than 48 hours in advance of the meeting. Cancellations without notice will be considered No Shows and will be billed a \$50 charge. No meetings can be held until this charge is paid. **ALL CANCELATIONS MUST BE IN WRITING**

Use and Care of Facilities:

1. Attendance at meetings must be limited to the stated capacity of the rooms.
2. Nails, tacks, tape, etc., are not to be used on the walls or grease boards.
3. Meeting rooms must be left clean and in good condition. All papers, cups and other waste must be disposed of properly. Failure to leave the facility in proper order could result in denial of future requests to use the facilities. Each organization will reimburse the City for any and all property damage done or presumed to have been done to the City facilities used as a result of an approved request.

Parking:

Parking is available on the upper parking deck, accessible from Webster Street and Eagle Street. For groups of 50 or more please park off site. No parking in the lower parking deck before 5pm Monday – Friday.

Liability:

The applicant agrees to indemnify, hold harmless and defend the City of Naperville from and against any and all personal injuries and/or loss of personal property sustained by applicant's attendees arising out of the facility use applied for under the Naperville Municipal Center Meeting Room Policy and Procedures.

Exhibit A

NAPERVILLE MUNICIPAL CENTER

Meeting Room Policy and Procedures

COUNCIL CHAMBERS - First Floor (Governmental Groups Only)

Capacity & Layout: 292 auditorium style, 8 handicapped, 11 at Dias
Primary Uses: City Council Meetings
Meetings conducted by other governmental agencies
Restrictions: Available for other use upon approval of City management
No food or drinks allowed
Accommodations: Podium, public address system, audio record jack, cable and connector for your tape recorder, projection screen

MEETING ROOM A – Lower Level

Capacity & Layout: 30 seated at a conference table or classroom style, 40 audience style
Accommodations: Food is permitted
Podium, grease board

MEETING ROOM C – Lower Level

Capacity & Layout: 30 seated at a conference table or classroom style, 40 audience style
Accommodations: Food is permitted
Coffee maker, refrigerator, microwave oven and sink available
Grease board, podium, and small projection screen

MEETING ROOM AB or BC – Lower Level

Capacity & Layout: 40 seated at a conference table, 60 seated classroom style, 100 audience style
Accommodations: Food is permitted
Coffee maker, refrigerator, microwave oven and sink available
Grease board, podium, and small projection screen

MEETING ROOMS A, B, AND C COMBINED

Capacity & Layout: 40 seated at a conference table, 70 seated classroom style 130 audience style
Accommodations: Food is permitted.
Podium, 2 grease boards, 2 projection screens, coffee maker, refrigerator, microwave oven, and sink.

*** NOTE: We have only 13 tables and 130 chairs in Meeting Rooms ABC.
If Rental Tables are needed, we will need a 24 hour noticed. Saturday meetings need a notice by Wednesday**

Reservations should be made at least 7 days in advance of the group event to ensure that the space is available.



Naperville

Municipal Center Meeting Room Emergency Procedures

Initial Actions

Visitors of the Municipal Center may encounter emergencies that require immediate action. Emergencies may include:

- Tornado or other storm warning
- Fire and smoke report
- Hostile or suspicious person

In each of these cases, guests of the Municipal Center meeting rooms should take immediate action to ensure their own safety. The city recommends that the meeting organizer point out the shelter areas and exits to all attendees at the beginning of the meeting.

General Actions

Evacuation

When fire and smoke is reported, occupants should evacuate the building and remain in the upper parking deck unless otherwise directed by emergency responders, building security staff or city employees. Once evacuated, please stay away from exits and roadways to allow quick access for emergency workers.

Shelter

Occupants may be sheltered in place for tornado warnings or threat by hostile persons. If the meeting organizer determines that it is too hazardous to evacuate, he/she may choose to have occupants shelter in place or in designated shelters on the first floor of the Municipal Center.

Muster areas

Areas of refuge in the Municipal Center include interior offices, interior stairways, the exercise room and lockers and the archives area. For tornadoes, the preferred areas of refuge are interior stairways and the lower level rooms. Locations near the Municipal Center that may be used for refuge include the Township Building on Water Street, Nichols Library on Eagle Street and the Rubin Center on Jackson Street. Outdoor areas of refuge include the upper parking deck, the shelter near the Dandelion Fountain, and the Naperville Riverwalk Grand Pavilion on Jackson Street.

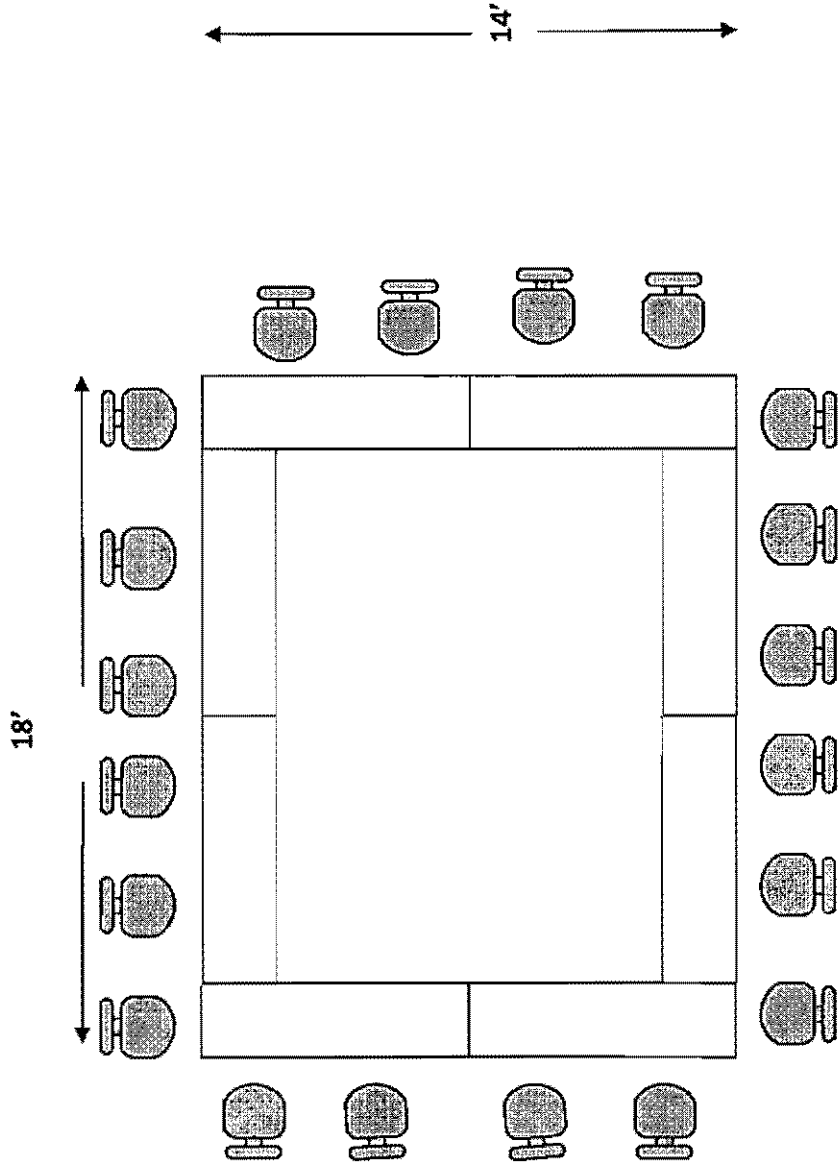
Concluding Actions

Returning to the Municipal Center

Occupants should follow the direction of emergency responders before re-entering the Municipal Center following an emergency.

A

STANDARD SET UP

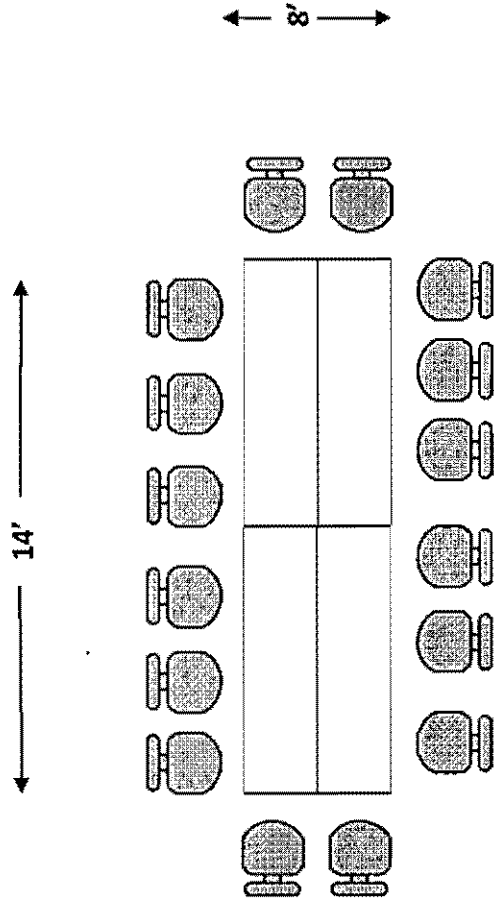


Large Conference Layout

Maximum - 40 in ABC

B

STANDARD SET UP

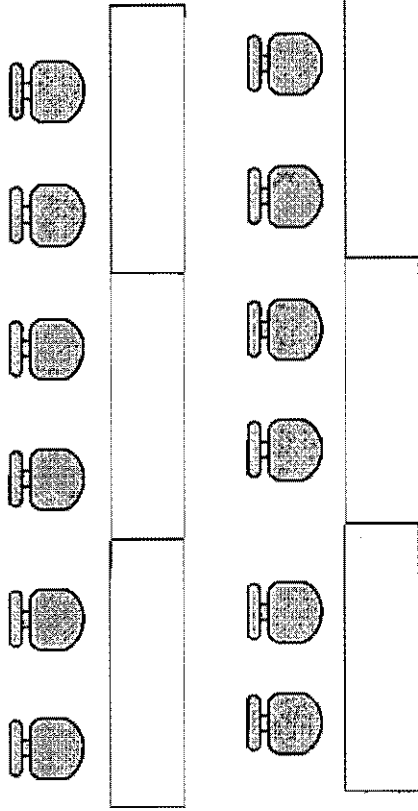


Conference Layout

Maximum - 30 in A or C

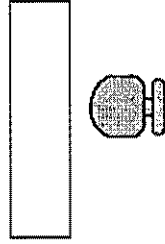


STANDARD SET UP



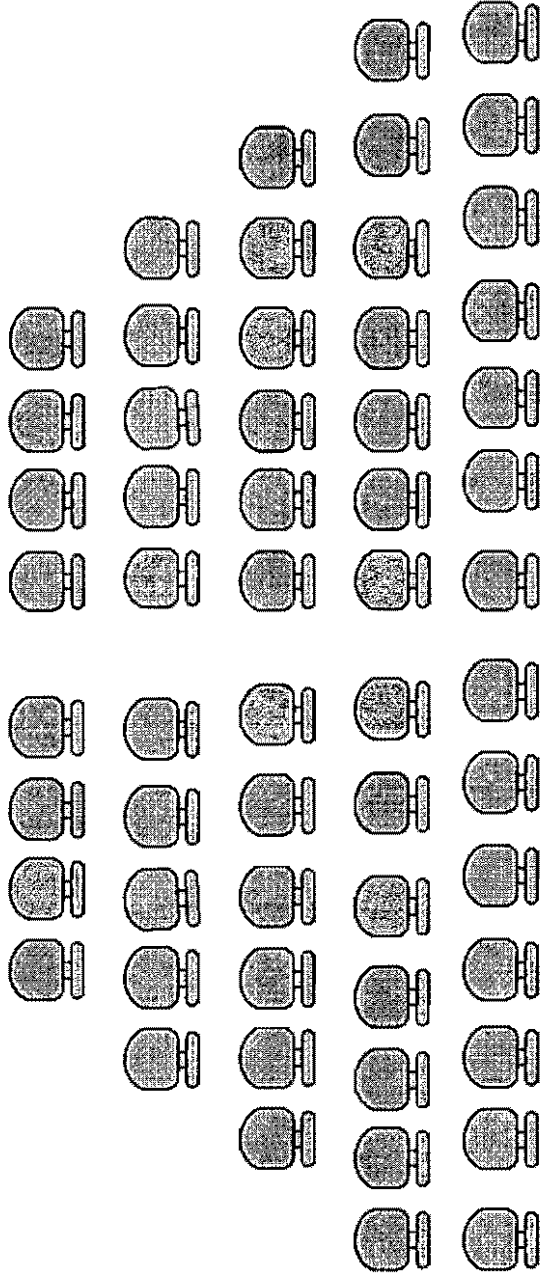
Classroom Layout

- Maximum – 30 in A or C
- Maximum – 60 in A&B or B&C
- Maximum – 70 in ABC





STANDARD SET UP



Audience/Auditorium Layout

Maximum - 130 in ABC

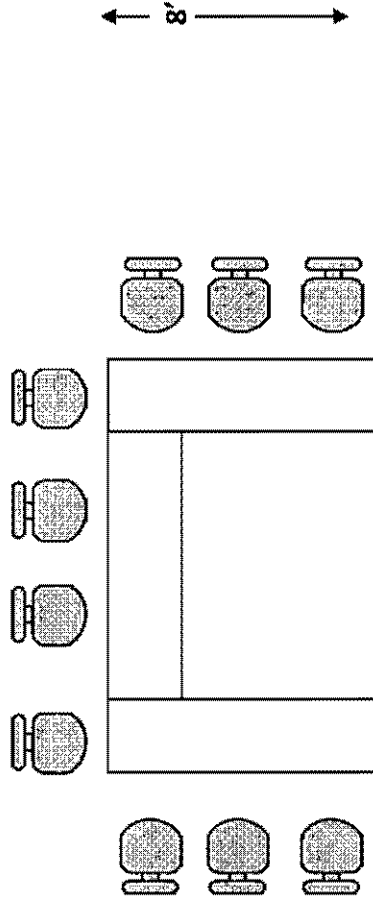
Maximum - 40 in A or C

Maximum 100 - in A&B or B&C



STANDARD SET UP

16'



8'

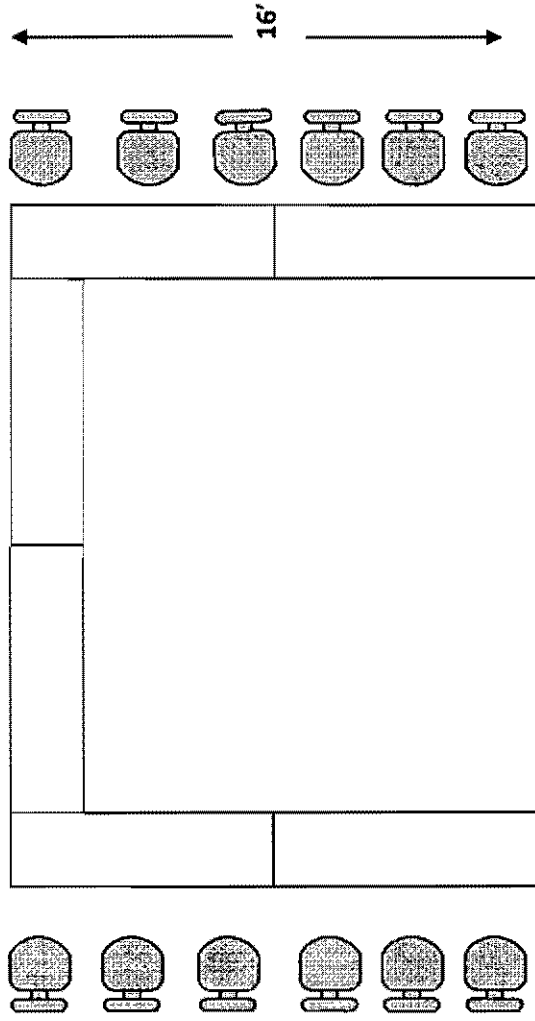
U-Shaped Layout

Maximum – 10 in A, B or C

F

STANDARD SET UP

25'



Large U-Shaped Layout

Maximum -- 18 in ABC

