

## CONLEY ROOM RESERVATION FORM

Return To: City Clerk  
City of Wheaton  
P.O. Box 727  
Wheaton, IL 60187-0727

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

Name of Applicant: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

*I have read the regulations and agree to comply with them.*

Signature of Applicant: \_\_\_\_\_  
(Signature)

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Approved:

City Clerk: \_\_\_\_\_

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

Fee Paid: \_\_\_\_\_

## USE OF MUNICIPAL MEETING ROOM

The City of Wheaton provides a meeting room for private groups and organizations at Wheaton City Hall, subject to the following terms and conditions. The room that is available for a meeting is: The Conley Room at a fee of:

Conley Room rental:	\$30.00	Per meeting
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The terms and conditions associated with the use of the meeting room is written to be content neutral and are applied equally to all groups and organizations. Terms and conditions of the use of the meeting room is as follows:

1. Meeting room shall be available to any group of persons or organization residing in, or having members residing in, the City of Wheaton.
2. Meeting room shall only be available during regular business hours (Monday thru Friday/8 a.m. - 5 p.m.; meetings must conclude by 5 p.m.) The maximum occupancy for the Conley Room is 49.
3. Applicants for the use of meeting room shall submit a request for the use of a meeting room no less than 72 hours prior to the proposed use. Any person, or designated representative of an organization or group seeking a use of the meeting room, shall provide the City with their name, address, estimated number of persons attending the meeting and a contact phone number. In the case of an organization, the name of the organization shall also be provided. Requests for meeting room use should be submitted to the City Clerk (303 W. Wesley St., P.O. Box 727, Wheaton, IL 60187/Phone: 630-260-2012, Fax: 630-260-2017).
4. A group or organization shall be granted the use of a meeting room subject to prior reservation(s), official City business or unavailability due to conditions such as construction, etc.
5. All meetings shall be open to any member of the public wishing to attend except that members of the public shall not be allowed to participate in a meeting without the organizer's permission. No member of the public attending a meeting shall be disruptive of the meeting.
6. All groups or organizations shall conduct their meeting so as to not interfere with or disrupt any other activities, meetings or functions being conducted at City Hall.
7. The maximum period of use of a meeting room for any meeting by a single group or organization in any business week shall be three (3) hours.
8. Any municipal-owned phone(s) located within the meeting room/employee lounge area shall not be used by a group, organization, or attendees during a meeting.
9. No food or beverage except water, coffee or tea shall be allowed in the meeting room during the meeting.
10. Persons or organizations shall return any meeting room to its pre-meeting condition before leaving. Failure to do so will result in denial of future use of meeting rooms by the group or organization.
11. For any meeting room use at City Hall, no on-site parking is available; users should utilize on-street parking or the municipal parking garage; violators will be subject to ticketing.