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|  | Euclid Public Sector 234 Spring Lake DriveItasca, Illinois 60143Phone (630) 238-1900  Website: [www.euclidps.com](http://www.euclidps.com/) Mailbox: mail@euclidps.com |

Public Entity Application
Convention/Civic Center Exposure (Exhibition Buildings, Arenas, Etc.)
Questionnaire Q

**(Attaches to EPS-GEN-APP Applicant Information Section)**

*Note: If the entity operates more than one,
a separate questionnaire must be completed for each.*

**Legal Name of Public Entity:**       Effective Date:

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| 1. Description and address of each facility:       |
| 2. Number of days in use:       |
| 3. Description of any and all events or use:       |

4. Attach certificates of insurance secured from individuals or organizations using the facility(ies).

5. Area, square footage:

6. Total occupancy capacity:

7. Are regular inspections conducted of all premises? [ ]  Yes [ ]  No

If yes, how frequently?

8. Are complaints and follow-up procedures documented in writing? [ ]  Yes [ ]  No

9. Are fire drills regularly conducted by employees with a goal of assisting the general public for evacuation purposes? [ ]  Yes [ ]  No

If yes, frequency?

 10. Is an Emergency Evacuation Plan in place? [ ]  Yes [ ]  No

 11. Number of emergency exits:

 12. Does the building have a sprinkler system? [ ]  Yes [ ]  No

If yes:

a. How frequently is the system inspected?

b. When was the last inspection?

c. By whom?

13. Are smoke detector or fire alarms installed in buildings? [ ]  Yes [ ]  No

If yes, are fire alarms inspected and tested at best biannually? [ ]  Yes [ ]  No

14. Does fire protection/prevention equipment meet the NFPA codes? [ ]  Yes [ ]  No

15. Are fire extinguishers visible, properly placed and inspected annually? [ ]  Yes [ ]  No

16. Are safety/first-aid procedures in place? [ ]  Yes [ ]  No

17. Are all building entrances and exits marked and unobstructed? [ ]  Yes [ ]  No

18. Do adequate secondary exits exist and is panic hardware operable? [ ]  Yes [ ]  No

19. Does emergency lightning meet NFPA codes? [ ]  Yes [ ]  No

20. Does this structure meet NFPA Life Safety Codes? [ ]  Yes [ ]  No

21. Are stairways, treads and handrails in good condition and free from tripping hazards? [ ]  Yes [ ]  No

22. Are parking areas lighted and marked? [ ]  Yes [ ]  No

23. Are sidewalks in good condition? [ ]  Yes [ ]  No

**Refer to EPS-GEN-APP application form for the state fraud warnings.**