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