



MOBILE PRINTING SITE APPLICATION

CityKey

The Office of the City Clerk designed the Chicago CityKey Program to be accessible to all Chicago residents. Our goal is to provide CityKey cards to residents in their own communities through mobile printing sites across Chicago. We welcome community organizations and other partners that would like to host a Chicago CityKey mobile printing site to fill out this application.

Unless otherwise specified, the Office of the City Clerk will share your event on the CityKey website, social media, and encourage city residents to attend and apply for a CityKey.

Date Application Submitted: _____

Organization/ Business Name: _____

Contact Name: _____ **Contact Email:** _____

Contact Phone Number: _____ **Contact Address:** _____

Date Requested:_____ **Alternate Date Requested:**_____

Time Requested *(min 3 hrs):*_____ **Alternate Time Requested** *(min 3 hrs):*_____

Location Address *(if different than contact):*_____

Location Set-Up *(separate room, waiting room, basement, etc.):*_____

ADA Accessible, Yes? or No? *(explain):* _____

Will the event be open to the General Public, Yes? or No?:_____ **Is WiFi Available, Yes? or No?:** _____ *if yes, would you be able to share the public IP address with our office for use the day of the event?*_____

Type of Event *(i.e. festival, fair, conference, etc.):*_____

Name of Event *(if applicable):*_____

Estimated Number of CityKey Applicants Expected *(min 75):* _____ **Translation Services Needed** *(specify languages):* _____

Number of Tables Available for CityKey *(reg. min 3):*_____ **Number of Chairs Available for CityKey** *(reg. min 20):* _____

Number of Power Outlets Available for CityKey *(reg. min 2):*_____

Submit this application to: CityKey@cityofchicago.org.

A team member from the Office of the City Clerk will respond to your request within 10 business days.

Disclaimer:

The submission of this CityKey Mobile Printing Site Application does not guarantee that your organization will host a Mobile Printing Station. The City Clerk has the sole discretion to approve or deny an application for any reason.