CITIZEN/ORGANIZATION AGENDA REQUEST

Council Meeting Date ___________

(Requests may be faxed to City Clerk at 309-734-4943)

CITIZEN/ORGANIZATION:____________________________________________________________

Citizen/Representative: ______________________________________________________________

Address:  _____________________________________________________________

E-mail Address: ________________________________________________________________

Phone Number: _________________________________________________________________

Event Date and Hours of Event: ________________________________________________

Type of Event and Reason for Request: __________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Requirements for events (these requirements must accompany the request at time of meeting
or before, NO EXCEPTIONS):

1) Certificate of Liability Insurance – (private citizen or not-for-profit group)

2) If request includes or affects other citizens, a form signed by such citizens showing their approval is to be brought to meeting. (Ex: vacating an alley, blocking off street)

3) Diagrams or maps, if pertinent to approving the request.

_________________________________                           ______________________
Citizen/Organization Representative Date

_________________________________                           ______________________
City Clerk Date

PLEASE NOTE:  1) In order to be placed on the agenda of a Council Meeting, ALL
requests MUST be received the Wednesday morning prior to the next
Council meeting!

2) Representative must be present at meeting unless exempted under annual request policy.