



**CITIZEN/ORGANIZATION AGENDA REQUEST**

Council Meeting Date 10/19/20

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

CITIZEN/ORGANIZATION Highpoint Church

Citizen/Representative: AJ Reynolds / Karina McIntyre

Address: 250 S 1st St.

E-mail Address: areynolds@highpoint.church / kmcintyre@highpoint.church

Phone Number: 563-468-3088 / Karina 309-299-6965

Event Date and Hours of Event: October 31st 5-7 pm

Type of Event and Reason for Request: community outreach

event to provide a safe Halloween event  
for the community.

**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.**

Karina McIntyre  
Citizen/Organization Representative

10/15/20  
Date

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

\_\_\_\_\_  
Date

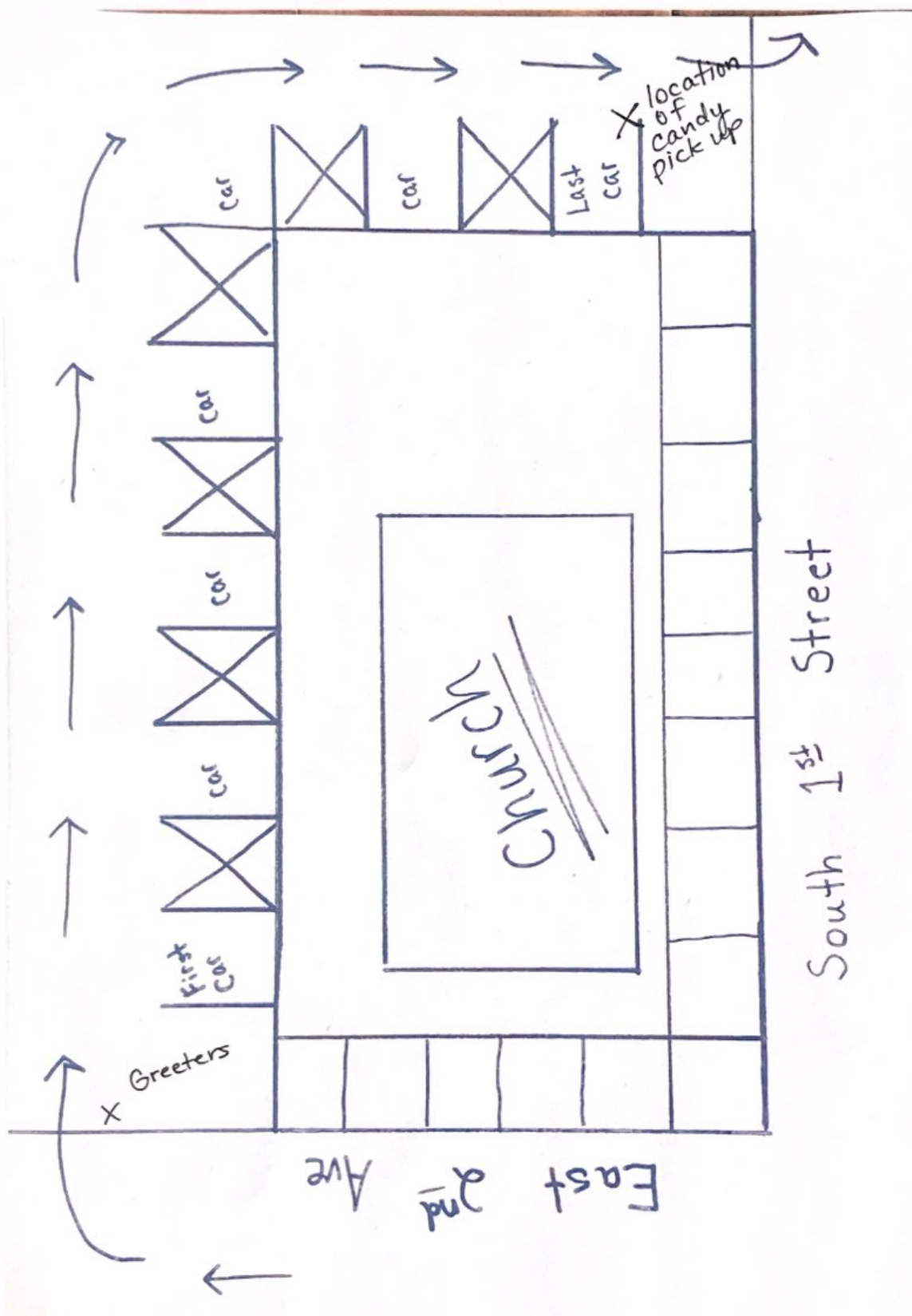
**PLEASE NOTE:** 1) *In order to be placed on the agenda of a Council Meeting, ALL requests MUST be received the Wednesday morning prior to the next Council meeting!*  
2) *Representative must be present at meeting unless exempted under annual request policy.*

Saturday, October 31, 2020

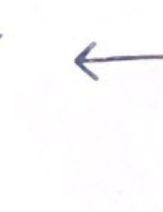
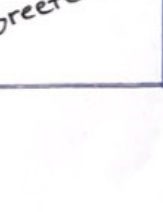
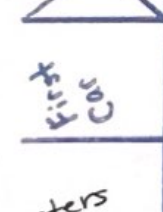
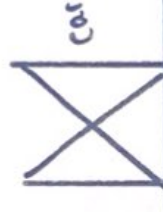
## **Covid plan for Highpoint Trunk or Treat**

We plan on following all Halloween guidelines of the IDPH Trunk or Treat guide

- We are limiting our cars to every other parking spot.
- We are limiting hours to 5-7pm.
- We will have all candy prepackaged and at one table located at the exit.
- We will have greeters to help direct the flow of traffic around the building.
- All attendees will be asked to wear masks at all times.
- Hand sanitizing station will be available.



Car



Church

First Car

Car

Car

Car

Car

Car

Car

Last Car

location of candy pick up

South 1st Street

East 2nd Ave

Greeters