



CITIZEN/ORGANIZATION AGENDA REQUEST

Council Meeting Date 10/15/21

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

CITIZEN/ORGANIZATION: Immaculate Conception School

Citizen/Representative: Randy Frakes

Address: 115 North B Street

E-mail Address: rfrakes@immaculate-conception.net

Phone Number: (309) 368-9768

Event Date and Hours of Event: Friday, October 29th 5-7

Type of Event and Reason for Request: FCS is hosting a
Child Dinner and Trunk or Treat and
want to have all festivities outside
if weather allows

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.

[Signature]
Citizen/Organization Representative

10/8/21
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.*