

[United Way Request for Banners in Public Square.pdf](#)

[United Way Banner to put on poles in Public Square for Hispanic Heritage Festival.pdf](#)



CITIZEN/ORGANIZATION AGENDA REQUEST

Council Meeting Date 7-6-21

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

CITIZEN/ORGANIZATION: United Way

Citizen/Representative: Jeannie Weber, Executive Director

Address: 81 Public Square

E-mail Address: www.uwunitedway.org

Phone Number: 309-734-6364

Event Date and Hours of Event: _____

Type of Event and Reason for Request: Would like to utilize poles around public square in N.E. Quadrant to publicize Hispanic Heritage Festival.

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.**

Jeannie Weber
Citizen/Organization Representative

6-18-21
Date

Susan J. Travar
City Clerk

6-18-21
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.*



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