



700 East Broadway
Monmouth, IL 61462-1998

January 31, 2017

The City Council
City Hall
Monmouth, IL 61462

To Whom It May Concern

Monmouth College will be conducting our Commencement on Sunday, May 14, 2017 starting at 12:00 P.M. In order for us to have a successful Commencement we are requesting the city close East Broadway from 6th Street to 9th Street from 11:30 A.M. to 2:30 P.M. To help reduce the impact on your employees, we do have our own road barriers and we would be happy to place them on the roadway during the times the road is closed.

The college assures you that we will take all possible measures so the lives of the residents who live in the two homes on East Broadway are not disturbed. We will also ensure that cars are not parked in front of the drive ways of the residents of the street so they have free access and can go in and out of their homes without any hindrance.

Thank you in advance,

Andrew Davis
Director of Safety and Security