



CITIZEN/ORGANIZATION AGENDA REQUEST

Council Meeting Date April 2, 2018

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

CITIZEN/ORGANIZATION: Central Intermediate School

Citizen/Representative: Becky Ince, Principal

Address: 401 East 2nd Avenue

E-mail Address: _____

Phone Number: 309 734-2213

Event Date and Hours of Event: _____

Type of Event and Reason for Request: One way direction on
400 block of East 2nd Avenue

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.**

Becky Ince
Citizen/Organization Representative

Date

Susan S. Trevor
City Clerk

3-31-18
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.*