



**CITIZEN/ORGANIZATION AGENDA REQUEST**

Council Meeting Date \_\_\_\_\_

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

CITIZEN/ORGANIZATION: United Way

Citizen/Representative: Executive Director Leannie Weber

Address: 87 Public Square

E-mail Address: \_\_\_\_\_

Phone Number: 309-599-1506

Event Date and Hours of Event: September 17, 2022; 5p.m. to 10p.m.

Type of Event and Reason for Request: United Way is requesting the closure of the N.E. Quadrant of the square to hold its 1<sup>st</sup> annual Hispanic Heritage Festival. The festival will include food vendors, Mariachi Band, Hispanic dance performance, pinata & other related traditions  
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.

Leannie Weber-Greiner      6-6-22  
Citizen/Organization Representative      Date

Susan L. Trevar      6-6-22  
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.