



CITIZEN/ORGANIZATION AGENDA REQUEST

Council Meeting Date _____

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

CITIZEN/ORGANIZATION: _____

Citizen/Representative: _____

Address: _____

E-mail Address: _____

Phone Number: _____

Event Date and Hours of Event: _____

Type of Event and Reason for Request: _____

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.**

Citizen/Organization Representative

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.*