



ROAD BLOCK REQUEST

Return this request to:

City Clerk's Office, 200 West Douglas Avenue, Jacksonville, Illinois 62650

At least 14 working days prior to the scheduled event.

Approval/denial will be mailed within 10 working days prior to the event.

(Reference: Ord. 95-O-40, amended under 2016-O-019, and
City Municipal Code, Ch. 28, Sec. 28-13)

Date: _____

Name of Organization: _____

If Incorporated, Date and State of Incorporation or Establishment: _____

Presiding Officer or Road Block Coordinator: _____

Address: _____ Phone: _____

Requested Road Block Dates: _____

(Two consecutive days allowed excluding Sunday)

Times Each Day: _____ 7:30 a.m. to 6:00 p.m. Other: _____

Road Blocks are allowed at the following locations only:

- ◆ South Main Street at the Plaza, Northbound Lane Only
- ◆ North Main Street at the Plaza, Southbound Lane Only
- ◆ West State Street at the Plaza, Eastbound Lane Only
- ◆ East State Street at the Plaza, Westbound Lane Only

PLEASE NOTE THE FOLLOWING:

- ◆ A Certificate of Insurance is to be submitted along with this request
- ◆ All solicitors must wear a highly visible vest
- ◆ Signage should be displayed referencing the soliciting organization. Signage should be no smaller than 3ft. x 3ft. and should be placed 35ft. in front of intersection

As presiding officer of the above listed organization, I hereby certify that the information contained herein is true and correct.

Signed: _____ Date: _____

Received by City Clerk: _____ Insurance Cert. Received: _____

Date Council Approved/Denied: _____

Date Notified Fire / Police / Emergency Services Department.: _____