

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Alleman High School Homecoming Parade
Date: September 10, 2013



Attached is an application for the Alleman High School Homecoming Parade to be held on Friday, September 27, 2013 beginning at 9:00 am and ending at 10:00 am.

The route will begin at the parking lot adjacent to the tennis courts across from Augustana College off of 38th Street and 11th Avenue and end in the parking lot across from Alleman High School on 11th Avenue and 40th Street next to Lincoln Park.

Alleman High School has contacted the Police Department for traffic control. The certificate of insurance listing the City of Rock Island as additional insured is forthcoming.

RECOMMENDATION:

It is recommended that Council approve the event for Alleman High School.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager



ALLEMAN HIGH SCHOOL
1103 40th Street
Rock Island, IL 61201
PHONE: (309) 786-7793 FAX: (309) 786-7834
www.allemanhghschool.org

Dear Ms. Patchin,

In honor of our homecoming theme, "Throwback Homecoming 2013," Alleman would like to bring back our homecoming parade.

We will begin our parade at 9a.m., in which Alleman students will be dismissed from their classes to walk over to Lincoln Park, to view the parade.

The parade will follow the route on the attached sheet and students will then dismiss from the park and return to their classrooms.

Homecoming court will be the only cars involved in the parade, and all other participants, including our band will walk. We are honored to have Fr. Mirabelli, as our Grand Marshal.

We have contacted Rich Landy at the RI Police Department, and he is in support of this event, and will provide coverage for our parade.

We anticipate it taking about an hour.

Dave DeJaegher, our business manager, has made a request to our insurance company for an insurance certificate, and we will forward that to you as soon as we obtain it.

We are requesting a permit to allow for us to celebrate Alleman and Alleman tradition, with a 2013 Homecoming Parade.

Thanks for your time, and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Lynn VanDeFleede".

Lynn VanDeFleede



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND
LICENSE APPLICATION
ACTIVITY PERMIT

Type of Activity: (Check Appropriate Activity)

Parade <input checked="" type="checkbox"/>	Run	Walk	March	Bicycle Ride	Other (specify below)
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Day/Date of Activity: Friday 9/27

Event Start Time: 9 AM Event Ending Time: 10 AM

Set-up Start Time: 8:30 AM Clean-up End Time: 10:30 AM

<u>Alleman Student Council</u>	<u>Lynn VanDerHeede</u>
Sponsor Name/Organization	Contact Person
<u>1103 40th St. RI</u>	<u>Same</u>
Address	Address
<u>309 786-7793</u>	<u>Same</u>
Telephone	Telephone

Estimated number of: (Put Number in Appropriate Boxes)

Bands	Floats	Vehicles	Wheelchairs	Participants	Horses	Other (Specify)
<u>1</u>	<u>N/A</u>	<u>5</u>	<u>N/A</u>	<u>60</u>	<u>N/A</u>	

Number of volunteers available for traffic control: 4
(Contact Police Department to arrange for traffic control. Telephone No. 732-2402.)

Tail car provided by sponsor? Yes No 9/4 Contacted Rich Landy and we have been approved for assistance

Ambulance/first aid provided by sponsor? Yes No

Route for activity: Detailed description and map of city streets and property involved in activity must be attached to this application. Starting and ending locations as well as direction of travel need to be clearly indicated. If State-owned streets are included in route, Department of Transportation permission will be required for closing of streets. Please allow additional time (at least one month to six weeks) for this to be completed.

Are any State-owned streets involved? Yes No Unknown

Identify State-owned streets, if known. _____

Does sponsor provide barricades? Yes No

Are barricades required from City? Yes No Qty: 4

Insurance requirements: In submitting this application, the undersigned agrees to provide certification of Liability Insurance Coverage for this event in an amount not less than \$300,000.00 for any person, and \$500,000.00 for any one accident, with the City of Rock Island being listed as additional insured for claims or damages which may arise out of said event. The undersigned further agrees to reimburse the City of Rock Island for any and all costs that exceed \$200.00 for the use of City streets and personnel.

All required insurance papers must be attached to this application. Permit cannot be issued without proof of insurance.

Lynn VanOelleede
Signature of Applicant

9/4/13
Date of Application

Note: A copy of your application will be submitted to the Police Department so they will be able to assist you with any needed traffic control.

Do not write below line - to be completed by City Clerk's Office

Route map and/or information included: Yes No

Insurance information included: Yes No *Insurance Certificate has been requested & will be sent*

City Council approval: _____

City Clerk approval: _____

License / Permit number: _____

License Printed: _____ License Delivered: _____

Return completed application,
Insurance Certificate, Map and any other additional documents to:

City Clerk's Office, 1528 3rd Avenue, Rock Island, IL 61201

Call 309-732-2010 if you have questions.

732-2055 fax

Parade Route

Begin at the parking lot adjacent to the tennis courts across from Augie, off of 38th Street and 11th Ave.
Head East on 11th Ave.
Take a left on 39th Street and 11th Ave and follow the road circling around Lincoln Park
Take a Right on 9th Avenue and 42nd Street and head up the hill to Alleman.
End in the Parking lot across from Alleman on 11th Ave and 40th Street, next to Lincoln Park.

