

**Memorandum  
Office of the City Clerk**

**To:** Thomas Thomas, City Manager  
**Subject:** Spring Forward Learning Center - 5K Run/Walk  
**Date:** November 13, 2013



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Attached is an application, letter and route map from the Spring Forward Learning Center. They are requesting permission to hold a 5K Run/Walk on Saturday, April 5, 2014 from 9:00 am to 10:30 am. Registration for the race is from 7:30 am to 8:45 am. The 5K Run/Walk will begin and end at Sunset Park.

The Spring Forward Learning Center's 5K race route includes crossing 18<sup>th</sup> Avenue to the bike path and utilization of portions of Mill Street.

The Spring Forward Learning Center will be working with the Police Department for traffic control. It is noted that the Spring Forward Learning Center has notified Rock Island Parks and Recreation Department in regards to utilization of the bike path.

This is a fundraising event to help support the Spring Forward Learning Center's afterschool tutoring program. The certificate of insurance is attached.

**RECOMMENDATION:**

It is recommended that Council approve the event for the Spring Forward Learning Center.

**Submitted by:** Aleisha L. Patchin, City Clerk

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**Approved by:** Thomas Thomas, City Manager



ROCK ISLAND  
ILLINOIS

CITY OF ROCK ISLAND  
LICENSE APPLICATION  
ACTIVITY PERMIT

Type of Activity: (Check Appropriate Activity)

Parade	<input checked="" type="checkbox"/> Run	<input checked="" type="checkbox"/> Walk	March	Bicycle Ride	Other (specify below)
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Day/Date of Activity: Saturday, April 5, 2014

Event Start Time: 8:30am Event Ending Time: 11:00am

Set-up Start Time: 7:00am Clean-up End Time: 12:00pm

<u>Spring Forward Learning Center</u>	<u>Sophie Aii</u>
Sponsor Name/Organization	Contact Person
<u>2312 8<sup>th</sup> Ave. Rock Island</u>	<u>2936 13<sup>th</sup> Ave. Rock Island</u>
Address	Address
<u>309-794-2102</u>	<u>847-404-3325</u>
Telephone	Telephone

Estimated number of: (Put Number in Appropriate Boxes)

Bands	Floats	Vehicles	Wheelchairs	Participants	Horses	Other (Specify)
				<u>300</u>		

Number of volunteers available for traffic control: 10 +  
(Contact Police Department to arrange for traffic control. Telephone No. 732-2402.)

Tail car provided by sponsor?  Yes  No

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. 18<sup>th</sup> Ave., Mill St.

Does sponsor provide barricades?  Yes  No

Are barricades required from City?  Yes  No Qty: \_\_\_\_\_

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.**

Sophu Ali  
Signature of Applicant

11-8-13  
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

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 3<sup>rd</sup> Avenue, Rock Island, IL 61201

Call 309-732-2010 if you have questions.



2312 18th Avenue  
Rock Island IL, 61201  
309-794-2102 [www.springforwardqca.org](http://www.springforwardqca.org)

To Whom It May Concern,

Spring Forward Learning Center (SFLC) is a nonprofit organization that provides free after-school tutoring and mentoring to youth in need throughout Rock Island County. Spring Forward values children and is committed to providing resources to children and families in need of services that emphasize education, literacy, and social skills development.

At 7:00am on Saturday April 5, 2014, SFLC staff and volunteers will begin setting up at Sunset Park (registration table, water stands, cones, etc.). Race day registration will be from 7:30am-8:45am. The race itself will begin at 9:00am and runners and walkers will complete the course no later than 10:30am.

There will be cones and volunteers to guide participants throughout the course and police will be present at certain street intersections (18<sup>th</sup> Ave). There will be a water station for participants after mile 1.

After participants have completed the course, they will be offered refreshments at the main shelter. Event will conclude at 11:00am and staff and volunteers will begin tear-down.

SFLC's goal is to have 300 participants involved in the event, thus raising enough money to ensure that our services remain at no cost to the families that we serve.

Thank you.

Sophie Ali  
Community Outreach Coordinator  
Spring Forward Learning Center

# SFLC'S LIDS FOR KIDS 5K RUN/WALK

\* Please note, only  
the 5K course  
will be used for  
this event.



Disclaimer: This map is for reference only. Data provided are derived from multiple sources with varying levels of accuracy. Bi-State Regional Commission disclaims all responsibility for the accuracy or completeness of the data shown hereon.

Map prepared by:  
  
 August 2013

### Legend

**Routes**  
 — 5K  
 — 10K

**Mile Points**  
 ● 5K  
 ● 10K

**Water**  


**-Other-**  
 Road  
 Park  
 Corporate Boundary  
 River/Water Body




