

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Alleman High School Homecoming Parade
Date: September 4, 2015



Attached is an application for Alleman High School's 2nd annual Homecoming Parade to be held on Friday, October 2, 2015 beginning at 10:15 am and ending at approximately 11:15 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.allemanhighschool.org

Ms. Aleisha Patchin
City Clerk
Phone 732-2010
Fax 732-2055

Sept. 2, 2015

Dear Ms. Patchin,

We are requesting to host our 2nd Annual Homecoming Parade for Friday, October 2, 2015.

We will begin our parade at 10 :15 a.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 gym for the Homecoming King and Queen Assembly.

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 has offered his assistance again this year.

We anticipate it taking about an hour.

Dave DeJaegher, our business manager, will be making 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 continue to celebrate Alleman and Alleman tradition, with a 2015 Homecoming Parade.

Thanks for your time, and consideration.

Sincerely,

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. and follow road around park and come up on 39th Street following the road circling around Lincoln Park heading back to Alleman. On 11th Ave take go East to return to beginning parking lot.

End in the Parking lot adjacent to the tennis courts across from Augie, off of 38th Street and 11th Ave.

CITY OF ROCK ISLAND LICENSE APPLICATION



APPLICANT INFORMATION

SPONSOR NAME/ORGANIZATION <i>Alleman</i>	ADDRESS <i>1103 40th St.</i>	CITY <i>RI</i>	STATE <i>IL</i>	ZIP CODE <i>61201</i>
TELEPHONE NO. <i>309 786-7793</i>				

CONTACT PERSON <i>Lynn VanderHeede</i>	ADDRESS <i>1103 40th St</i>	CITY <i>RI</i>	STATE <i>IL</i>	ZIP CODE <i>61201</i>
TELEPHONE NO. <i>309 786-7793</i>				

ACTIVITY DETAILS

Type of Activity: (Check Appropriate Activity)

<input checked="" type="checkbox"/> Parade	<input type="checkbox"/> Run	<input type="checkbox"/> Walk	<input type="checkbox"/> March	<input type="checkbox"/> Bicycle Ride	<input type="checkbox"/> Other (specify below)
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DATE OF ACTIVITY (MONTH/DAY/YR)	EVENT START TIME (AM/PM)	EVENT END TIME (AM/PM)
<i>10/2/15</i>	<i>10:15 AM</i>	<i>11:15 AM</i>
SETUP OF EVENT (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS (AM/PM)
<i>10/2/15</i>	<i>10:00 AM</i>	<i>10:15 AM</i>

Estimated number of: (Place Number In Appropriate Box)

Participants:	Floats:	Vehicles:	Bands:	Wheelchairs:	Horses:	Other:
<i>60</i>	<i>1</i>	<i>6</i>	<i>1</i>	<i>N/A</i>	<i>N/A</i>	

**CITY OF ROCK ISLAND
LICENSE APPLICATION**

Number of volunteers available for traffic control: 20 + (Teachers)

Contact the Police Department to arrange for traffic control. Telephone Number: (309) 732-2402

Tail car provided by sponsor: Yes No *Already contacted Lt. Landy & Det. Hoogerwerf*

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 *Police will & city*

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.

[Signature]

Signature of Applicant

9/02/15

Date of Application

Note: A copy of your application will be submitted to the Police Department for assistance with any needed traffic control.

CITY OF ROCK ISLAND

LICENSE APPLICATION

DO NOT WRITE BELOW THIS LINE...TO BE COMPLETED BY THE CITY CLERK'S OFFICE

City Council Approval
Date

City Clerk Approval
Date

Route Map and/or
Information Included
Forthcoming

Insurance Information
Included

License Number

License Printed Date

License Delivery Date

Return Completed Application to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201
(309) 732-2010