

**City of Rockford, Illinois**

Public Works Department  
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*Kyle Saunders*  
Director Public Works Department

**CHARITABLE SOLICITATION PERMIT APPLICATION**  
(To solicit for charitable organizations along City streets)

\_\_\_\_\_  
(DATE OF APPLICATION)

\_\_\_\_\_  
(CHARITABLE ORGANIZATION) (PLEASE PRINT)

\_\_\_\_\_  
(APPLICANT NAME)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY, STATE ZIP)

\_\_\_\_\_  
(PHONE)

\_\_\_\_\_  
(APPLICANT SIGNATURE)

**The above applicant hereby agrees to comply with the City of Rockford, Code of Ordinance Chapter 24-52 regarding charitable solicitation on roadways. A copy of the Ordinance is attached to this application.**

\_\_\_\_\_  
(LOCATION OF SOLICITATION) (only permitted on 2-way streets with dividing median)

\_\_\_\_\_  
(DATES)

\_\_\_\_\_  
(TIMES) (earliest is 9am, latest is 9pm)

\_\_\_\_\_  
(DATES)

\_\_\_\_\_  
(TIMES) (earliest is 9am, latest is 9pm)

\_\_\_\_\_  
(DATES)

\_\_\_\_\_  
(TIMES) (earliest is 9am, latest is 9pm)

The following items are included with this application:

- Proof of registration with Attorney General as charitable organization or proof of Federal IRS tax exempt status.
- Proof organization is engaged in State wide fundraising activity.
- An executed Indemnification Agreement and Hold Harmless Agreement

\_\_\_\_\_  
(TRAFFIC ENGINEER APPROVAL) Date

\_\_\_\_\_  
(LEGAL DEPARTMENT APPROVAL) Date

## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration for the City of Rockford permitting \_\_\_\_\_ (“Charitable Organization”) to engage in fundraising activities in the roadway on \_\_\_\_\_, 200\_\_\_\_, Charitable Organization hereby agrees that it shall indemnify and hold harmless the City of Rockford from any obligations, claims, suits, judgments, attorney’s fees or costs whatsoever arising from or growing out of the acts or omissions of any of its officers, agents, employees or volunteers that occur while engaging in said fundraising activities. The City of Rockford agrees that if it receives notice of any suit or claim for which the City of Rockford intends to seek indemnity from the Charitable Organization, the City shall within sixty (60) days of receipt of said suit of claim notify the Hospital in writing sent to the address provided by the Charitable Organization.

\_\_\_\_\_  
Charitable Organization

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

CITY OF ROCKFORD

By: \_\_\_\_\_  
Legal Director (Printed)

\_\_\_\_\_  
Legal Director (Signature)

## **Permitted 4-Lane, 2-Way Raised Median Intersections**

Auburn Street / Central Avenue

Kilburn Avenue / School Street

W. Riverside Blvd. / N. Main Street

Harrison Avenue / 20<sup>th</sup> Street

Alpine Road / Broadway Avenue / Newburg Road

Newburg Road / S. Mulford Road

Mulford Road / E. State Street

Alpine Road / Spring Creek Road

Perryville Road / Spring Creek Road / Perry Creek Pkwy.

Perryville Road / E. State Street

**ORDINANCE NO. \_\_\_\_\_**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCKFORD, WINNEBAGO  
COUNTY, ILLINOIS, THAT:

Chapter 25 of the Code of Ordinances of the City of Rockford, Illinois, passed November 30, 1970, approved December 2, 1970, and published December 8, 1970, as amended, be and the same is hereby amended by adding the following section, to wit:

Whereas, pursuant to Illinois Compiled Statutes, municipalities may determine when and where charitable solicitation may take place based on safety of solicitors and motorists, and may take into account the order flow of traffic.

**Section 25-44.1. Charitable solicitation on roadways.**

a) No person, organization, or agency shall be permitted to engage in charitable soliciting contributions from the occupants of any vehicle on roadways unless a permit is obtained from the Traffic Engineer of the City of Rockford..

An application must be filed with the Traffic Engineer and must be accompanied by the following:

1. Proof of registration with the Attorney General as a charitable organization or a copy of the Federal Internal Revenue Service tax exempt status pursuant to section 501(c)(3) of the Internal Revenue Code.
2. Proof that the organization is engaged in a Statewide fund raising activity.
3. Statement of specific times and locations of the solicitation on roadways. Solicitation will be permitted only on the portions of roadways that have a median dividing the two-way traffic. Locations will be reviewed by the Traffic Engineer who shall deny a solicitation at any location which is determined to be too dangerous for the pedestrian, would interfere with construction activity, would impede orderly traffic flow, or which is found to be a threat to public safety in general.
4. An executed Indemnification Agreement and Hold Harmless Agreement in a form approved by the Legal Department from the soliciting agency indemnifying and holding harmless the City of Rockford from damages for property or personal injury resulting from a motor vehicle accident arising out of or in the course of charitable solicitation on roadways.

The Traffic Engineer shall forward the application to the Legal Department to review and approve based on items 1-4 above. Upon issuance of a permit, the Traffic Engineer shall notify the Police Department and the Street or Highway Department having jurisdiction of the roadway.

b) Persons engaged in solicitation contributions from vehicles may not in any way cause a distraction to motorists, cause a sudden stoppage or slowdown of vehicular traffic or in any way disrupt the orderly flow of vehicles. Solicitors may only approach vehicles which are stopped. Use of flagmen is prohibited.

c) Solicitation may take place only during daylight hours, and in any case not earlier than 9:00 a.m. and no later than 9:00 p.m.

d) Parking of solicitors' vehicles shall comply with all applicable traffic regulations.

e) Signage in or along the roadway is prohibited. Solicitors may hold a sign not more than two (2) feet by two (2) feet, or a maximum of four (4) square feet.

f) All persons engaged in solicitation must be at least 16 years of age and dressed in a high visibility vest.

g) Applications must be filed not less than five (5) days prior to the charitable solicitation and are valid for a period of forty (45) days or less.

h) Falsification of the application will result in revocation of the permit. Violation of the provisions of this section or any ordinance or law will result in revocation of the permit.

i) The City of Rockford shall not be liable in any action for damages for property or personal injury resulting from a motor vehicle accident arising out of or in the course of charitable solicitation on roadways.

j) For the purpose of this ordinance, "roadway" shall mean any public street, road or highway within the City of Rockford corporate limits, and shall include the entire width, both paved and unpaved, and the divider or median.

k) Any person violating this section shall be subject to the general penalty provisions of the City of Rockford Code of Ordinances.

All orders, resolutions, or ordinances in conflict herewith are hereby repealed insofar as such conflict exists, and this Ordinance shall take effect immediately upon its passage, approval and publication, as required by law.

A full, true and complete copy of this Ordinance shall be published within ten (10) days after passage in pamphlet form by and under authority of the Corporate Authorities.

**APPROVED:**

\_\_\_\_\_  
**MAYOR**

**ATTESTED:**

\_\_\_\_\_  
**LEGAL DIRECTOR**

**PASSED:**

**APPROVED:**

**PUBLISHED:**

**ATTESTED** and **FILED** in my office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, and published in

pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**LEGAL DIRECTOR AND EX OFFICIO**

**KEEPER OF THE RECORDS AND SEAL**

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2004, by order of the City Council of the

City of Rockford, Illinois.