Memorandum
Office of the City Clerk

To: Randall D. Tweet, Interim City Manager
Subject: Spring Forward Learning Center - 5K Run/Walk
Date: January 3, 2017

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, May 20, 2017 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. It is noted that prior to the 5K, and beginning at 8:00 am, there will be two races for children, which will be approximately one quarter mile, split up into various age groups and will be contained to the bike path.

The Spring Forward Learning Center’s 5K race route includes crossing 18th 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 and received permission from the Rock Island Parks and Recreation Department for utilization of Sunset Park and 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: Judith H. Gilbert, City Clerk

Approved by: Randall D. Tweet, Interim City Manager
**ACTIVITY PERMIT**

**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>SPONSOR NAME/ORGANIZATION</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Forward Learning Center</td>
<td>2101 6th Avenue</td>
<td>Rock Island</td>
<td>IL</td>
<td>61201</td>
</tr>
</tbody>
</table>

**TELEPHONE NO.**

309.793.5900 x 249

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaymie Clark</td>
<td>2101 6th Avenue</td>
<td>Rock Island</td>
<td>IL</td>
<td>61201</td>
</tr>
</tbody>
</table>

**TELEPHONE NO.**

309.793.5900 x 257

**ACTIVITY DETAILS**

Type of Activity: (Check Appropriate Activity)

- Parade
- Run ✓
- Walk ✓
- March
- Bicycle Ride
- Other (specify below)

5K run/walk to raise money for Spring Forward programmes. Prior to the 5K there will be a children's race (1/4 mile). Same race route as 2016 5K. At Sunset Park/Large Pavilion

<table>
<thead>
<tr>
<th>DATE OF ACTIVITY (MONTH/DAY/YR)</th>
<th>EVENT START TIME (AM/PM)</th>
<th>EVENT END TIME (AM/PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/20/2017</td>
<td>8am</td>
<td>12pm</td>
</tr>
<tr>
<td>SETUP OF EVENT (MONTH/DAY/YR)</td>
<td>SET UP BEGINS (AM/PM)</td>
<td>SET UP ENDS (AM/PM)</td>
</tr>
<tr>
<td>05/20/2017</td>
<td>6am</td>
<td>1pm</td>
</tr>
</tbody>
</table>

Estimated number of: (Place Number in Appropriate Box)

- Participants: 300
- Floats: 
- Vehicles: 
- Bands: 
- Wheelchairs: 
- Horses: 
- Other:
CITY OF ROCK ISLAND
LICENSE APPLICATION

Number of volunteers available for traffic control: 2 police officers

Contact the Police Department to arrange for traffic control. Telephone Number: (309) 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. The intersection of 18th Avenue and Mill Street

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.

Notification to Residents: In the case of applications for new events and/or new routes, the sponsor of said new event shall notify the residents and/or businesses located along said race route, parade route, or other, for that specific activity, in writing, at least three (3) weeks prior to City Council consideration. Prior to Council consideration, sponsor shall notify and obtain written approval or disapproval from the residents and/or businesses and submit a copy of same to the City Clerk. Any resident and/or business who objects to said event shall have the opportunity to be heard at the City Council meeting during which time the event is to be considered.

Note: The sponsor notification form for any new event/route is available in the City Clerk’s office.

A copy of your application will be submitted to the Police Department for assistance with any needed traffic control. All required insurance papers must be attached to this application. Permit cannot be issued without proof of insurance.

Signature of Applicant

11/29/2016

Date of Application
December 5, 2016

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 the Rock Island-Milan School District. Spring Forward's purpose is to provide children with a safe after school environment where children receive literacy instruction, homework help, and nourishment. This year Spring Forward will be partnering with the Martin Luther King Center and the Rock Island Library to raise money for the summer enrichment initiative.

SFLC will host its 5th annual Spring into Summer 5K at Sunset Park in Rock Island, Illinois. At 6:00am on Saturday, May 13, 2017, 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 5K run/walk will begin at 9:15am and runners and walkers will complete the course no later than 10:30am. In addition to the 5K there will also be a children's races that begin at 8am. Each children's race will be a quarter mile and split up into varying age groups. The children races will conclude prior to the start of the 5K.

There will be cones and volunteers to guide participants throughout the course and police will be present at certain street intersections (18th Ave. & Mill St.). There will be a water station for participants after mile 1 and 2.

After participants have completed the course, they will be offered refreshments at the main shelter. Event will conclude at 12:00pm 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 students and families that we serve.

Thank you,

Jaymie Clark
Jaymie Clark
Development Director
Spring into Summer 5K
1 message

Jaymie Clark <jaymie@springforwardqca.org>
To: Aleisha Patchin <patchin.aleisha@rigov.org>

Thu, Dec 15, 2016 at 2:04 PM

Hi Aleisha,

Hope you are well. I am emailing you today with hopes that we can change the date of our 5K on the application that was recently mailed to the city. We would like to change the date to our Spring into Summer 5K from May 13th to May 20th. All other details will remain the same. This is the same race as Lids for Kids but with a new name as we are partnering with the Rock Island Library and Martin Luther King Center to raise money for the summer enrichment initiative.

Please let me know if this change can be made.

Thank you,

Jaymie

--

Jaymie Clark

Development Director
Spring Forward Learning Center
2101 6th Avenue
Rock Island, IL 61201
(309) 793-5900 ext. 257
www.springforwardqca.org
Inspiring Kids: Hope for Tomorrow

REGISTER TODAY!

Spring into Summer
May 13, 2017
5k begins on Sunset Lane then makes a left out of the entrance onto 18th Ave. The course then turns left again down the 2nd entrance ramp alongside the marina. The patch continues down this road until the turnaround at the end of the parkway.

After the turnaround the path follows the same road, continues up the ramp entrance, crosses 18th Ave. and enters the bike path. The course follows the bike path until the turnaround at 6th Ave., shortly before mile 2.

After the turn around, the course continues onto Mill St. and then veers right onto 18th Ave. and then a left at the park entrance on the bike path. The course finishes on the bike path near the main shelter.
CERTIFICATE OF LIABILITY INSURANCE

DATE: 12/05/2016

PRODUCER
Church Mutual Insurance Company
3000 Schuster Lane
P.O. Box 357
Merrill, WI 54452

INSURED
SPRING FORWARD LEARNING CENTER
2101 6TH AVE
ROCK ISLAND, IL 61201-8909

CONTACT
Jacyln J Donner
PHONE: 1-800-554-2642 Option 1
FAX: 855-284-2329
E-MAIL: cs2@churchmutual.com
INSURER AFFORDING COVERAGE
Church Mutual Insurance Company
NAIC #: 18787
INSURER:

COVERAGE NUMBER:
0234350-02-914482 08/15/2016 08/15/2019

INSURED LIMITS
COMMERCIAL GENERAL LIABILITY
X CLAIMS-MADE X OCCUR
G. AGG. LIMIT APPLIES PER:
OTHER:

AUTOMOBILE LIABILITY
ANY AUTO
OWNED AUTO
Hired auto
NON-OWNED AUTO

UMBRELLA LIABILITY
POLICY OCCUR
CLAIMS-MADE

EXCESS LIABILITY
POLICY OCCUR
CLAIMS-MADE

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY
Y/N N/A

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Liability Insurance for a 5K Run/Walk on May 13, 2017 at Sunset Park, 18th Avenue and 31st Avenue, Rock Island, IL. Commercial General Liability Additional Insured = City of Rock Island, subject to the coverage provided by the referenced policy. SRAP 508 A220

CERTIFICATE HOLDER
CITY OF ROCK ISLAND
1528 3RD AVE
ROCK ISLAND, IL 61201-8612

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Jacyln J Donner

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ACORD 25 (2016/03)

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