



VILLAGE OF
LINCOLNSHIRE
 PUBLIC WORKS DEPARTMENT

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**STREET USAGE PERMIT
 APPLICATION**

OFFICE USE ONLY
 Permit #:

APPLICANT INFORMATION

Name of event:		
Sponsoring group:		
Name of event director:		
Address:		Unit #:
City:	State:	ZIP Code:
Phone:	Email:	
Email:		
Date(s) requested:	Time(s) requested:	
Number of participants:		
Has your group held an event in Lincolnshire before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes", when was the most recent event?	How many consecutive years has the event been held?	
Medical personnel must be present during the entire event. Please list the names of the doctors who will be participating:		
1.	Phone:	
2.	Phone:	
3.	Phone:	

- A cash bond of \$1,000 is required and must be submitted at least 30 days prior to the event.
- A Certificate of Insurance must be provided to the village showing the application has coverage of comprehensive general liability and automobile liability in a minimum amount of \$1,000,000.
- There shall be a maximum of 1,000 participants and the event shall be limited to 3.1 miles / 5 km.

APPLICANT SIGNATURE

Signature: _____ Date: _____

Printed name: _____

The permit for the event proposed is hereby approved, based upon the information contained in this application and the provisions of the Village Code and village Street Usage Policy. **This permit may be revoked for due cause or in the event of an emergency at the sole discretion of the Village.**

Public Works Director: _____ Date approved: _____

Policy Statement

To provide limitation to the number of events held on Village streets and to establish guidelines for the approval, pre-race coordination, race day set-up, and clean-up process.

Criteria for Use

Following are the criteria an organization must meet in order to use any of the facilities:

1. The organization must be not-for-profit and must have a significant relationship to the Lincolnshire community. A significant relationship with the Village can be demonstrated by meeting one of the following:
 - A. Having a membership of which 55% or more reside within the corporate limits of Lincolnshire.
 - B. Having a charter or other official recognition by a parent state or national organization which designates it a Lincolnshire chapter.
 - C. The Corporate Authorities hereby find that the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):
 - a. Friends of Ryerson Woods/River Committee of Lincolnshire
 - b. Lincolnshire Garden Club
 - c. Lincolnshire Community Nursery School
 - d. Lincolnshire Sports Association
 - e. Lincolnshire Swim Club
 - f. Riverside Foundation Auxiliary
 - g. Greater Lincolnshire Chamber of Commerce
 - h. School District# 103 Foundation
 - i. School District# 103 Parent-Teacher Organization
 - j. School District# 125 Foundation
 - k. Village Club of Lincolnshire
 - l. Houses of Worship
 - m. Homeowner association management offices that serve residential developments in Lincolnshire.
 - n. Cub Scouts, Boy Scouts and Eagle Scouts Brownies & Girl Scouts
 - o. Y Princesses and Y Guides
 - p. League of Women Voters
 - q. Lincolnshire Morningstar Rotary Club
 - r. Toastmasters of Lincolnshire
 - s. Stand Strong Coalition
2. Being one of the following taxing bodies serving Village residents:
 - a. Lincolnshire-Riverwoods Fire Protection District
 - b. School District #103
 - c. School District #125
 - d. Vernon Area Public Library
 - e. Vernon Township
 - f. West Deerfield Township
3. Being one of the following entities serving the Village:
 - a. An organization or business whose purpose is to support and encourage business within Lincolnshire.
 - b. Federal, State and Local Representatives for purposes of holding Town Meetings; which will not be allowed within 30 days of an election if the representatives are running for office.
4. Being an organization which provides a recreational service within Lincolnshire
5. Being an organization which provides services for people with special needs:
 - a. Special Recreation Association of Central Lake County (SRACLC)
 - b. Riverside Foundation

If the organization does not meet the above criteria, then they shall have an opportunity to present to the Mayor and Board of Trustees an explanation for consideration.

Number of Events

There shall be an opportunity for three (3) events to be held on Village streets per year. Each event will be limited to 1,000 participants. One each in the spring, summer, and fall. The spring designation will be the months of March, April, and May. The summer will be June, July, and August. And the fall will be September and October. There shall not be any activities allowed during November, December, January, and February due to leaf collection, snow, and ice control programs. The awarding of a spring, summer, and fall time slot shall be on a first come, first served basis. However, the previous year's event shall have priority over any new applicant.

Example: If an organization has held a run/walk in Lincolnshire for 10 consecutive years in the summer and normally approaches the Village for approval in January, but a new organization requests the summer time slot and their request is given to staff prior to the 10 year organization, then the Village would contact the incumbent group and inform them of the potential competition and secure a commitment. If the 10 year organization declines to request a reservation, then the new group would take over that time slot and have first right of refusal power the following year.

Approval

The organization must present to the Mayor and Board of Trustees in writing its intent and ability to meet the criteria as set forth. This information will be discussed at a committee of the Whole meeting and votes on at a subsequent Village Board meeting.

1. The organization will be required to provide the Village with a Certificate of Insurance in the amount of \$1,000,000 to cover any liability.
2. A cash bond in the amount of \$1,000.00 will be required for maintenance.

Pre-Race and Race Day Coordination

There shall be a single contact person the Village can communicate with during the entire process. This person will make a presentation to the Mayor and Board of Trustees, hold a minimum of one meeting with the Lincolnshire Police and Public Works Departments and Lincolnshire-Riverwoods Fire Protection District personnel and be present on the race day for the event and final clean up. The start/finish and race course area shall be returned to its original condition within eight hours of the completion of the event.

There shall be no advertising signage allowed and disruption of the neighborhood should be held to an absolute minimum.