



# Village of Round Lake

442 North Cedar Lake Road Round Lake, IL 60073

847-546-5400 fax 847-546-5405

[www.eroundlake.com](http://www.eroundlake.com)

## **CHARITABLE, POLITICAL, RELIGIOUS ORGANIZATIONS & R.O.W. SOLICITATION APPLICATION INSTRUCTIONS/PROCEDURE**

License Required. Any person engaging in peddling, soliciting or in the business of a transient merchant in the village without first obtaining a license, as provided in this chapter (5.40), shall be in violation of this chapter.

Public Right-of-Way Solicitation License Eligibility. The only individuals or entities permitted to apply for and obtain a license for solicitation in the public right-of-way, as provided in this section (5.40.045), are individuals or entities who solicit funds for patriotic, philanthropic, charitable, political or religious purposes.

1. Applications must be submitted to the Village Clerk or Deputy Clerk at Village Hall no later than 10 business days before the date that the solicitation is to begin. A complete application consists of:
  - Completed and signed application
  - Copy of driver license
  - Copy of Proof of Insurance (only for those soliciting in the R.O.W.)
  
2. FEES - none

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Round Lake Illinois 60073  
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**CHARITABLE, POLITICAL AND RELIGIOUS ORGANIZATIONS & R.O.W.  
SOLICITATION APPLICATION**

**(Please Print)**

Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

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

Name of Organization: \_\_\_\_\_

Name and addresses of the officers of the organization:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

A. State the proposed solicitation activity and the purpose for the solicitation activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Outline the methods to be used in conducting the solicitation activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location/Date/Length of Time

A. Date: \_\_\_\_\_

B. Length of time for which the permit is desired, subject to *Section 5.40.120*: \_\_\_\_\_

C. Locations: \_\_\_\_\_

State whether any commissions, fees or wages are to be charged for the soliciting efforts and the amount thereof: \_\_\_\_\_

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Provide proof of valid liability insurance policy in the amount of at least \$1,000,000 insuring the applicant against bodily injury and property damage arising out of or in connection with the solicitation.

**R.O.W. PUBLIC SAFETY RESTRICTIONS**

1. No more than one permit holder may solicit in any one intersection in a village right-of-way at one time.
2. Reflective vests must be worn at all times.
3. At least two (2) individuals must be present at all times.
4. All participants must be at least eighteen (18) years of age.
5. Solicitations in the ROW hours are 9:00 a.m. to 9:00 p.m. each day and no solicitation or peddling shall be done on Sundays or legal holidays.

Organization Supervisor's Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Application is: _____ Approved _____ Denied
Date of approval/denial: _____
_____ Village Clerk

**Name and addresses of all participants:**

*If any solicitors are under 18 years of age, provide the names and addresses of all proposed adult supervisors. One adult supervisor per four solicitors under the age of 18.*

Number of agents or solicitors to be used in the solicitation campaign: \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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