

**COMMON COUNCIL  
Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Common Council meets at 6:00 p.m. in City Hall located at 70 E. Monroe Street.*

|   |  |                      |  |
|---|--|----------------------|--|
| <b>Date Submitted:</b>                          |  | <b>Meeting Date:</b> |  |
| <b>Contact Information:</b>                     |  |                      |  |
| <b>Requested by:</b>                            |  |                      |  |
|   |  |                      |  |
| <b>On Behalf of Organization or Individual:</b> |  |                      |  |
|   |  |                      |  |
| <b>Telephone:</b>                               |  |                      |  |
| <b>Email Address:</b>                           |  |                      |  |
| <b>Mailing Address:</b>                         |  |                      |  |
| <b>Describe Request:</b>                        |  |                      |  |
|   |  |                      |  |
|   |  |                      |  |
|   |  |                      |  |
| <b>List Supporting Documentation Provided:</b>  |  |                      |  |
|   |  |                      |  |
|   |  |                      |  |
| <b>Name:</b>                                    |  | <b>Telephone:</b>    |  |

*In order for an individual and/or agency to be considered for new business on the Common Council agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.*