



CITY OF PROSPECT HEIGHTS NON-PROFIT SOLICITORS LICENSE APPLICATION REQUIREMENTS

In response to your request for solicitation in Prospect Heights, please be advised of the following requirements as stated in Section 2-9B4 of our City Ordinance:

- Signed Hold Harmless Release Form (attached).
- Certificate of Insurance naming City of Prospect Heights as additional insured.
- Completed "Organization Application" form.
- Completed "Solicitors Registration" form for each representative going door-to- door.

Upon compliance with the above requirements, we will review your request for approval and prepare the badges for pick up at the Police Department. Please be aware of the following:

The City of Prospect Heights solicitation ordinance prohibits the following:

- A. Sec.2-9B-8(A):
Within the corporate limits of the City of Prospect Heights, it is prohibited that any solicitor enter any premises which has been posted with a sign/decal indicating that "**NO SOLICITORS INVITED**". It does not matter if the solicitor is registered or not. **No entry to the premises shall be made.**
- B. Sec. 2-9B-S(B):
Uninvited soliciting prohibited. It is hereby declared to be unlawful and shall constitute a nuisance for any person to go upon any premises and ring the doorbell upon or near any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in the soliciting as herein defined of the notice exhibited at the residence in accordance with the provisions of Section 2-9B-7 of this Chapter.
- C. Sec. 2-9B-(C):
Within the corporate limits of the City of Prospect Heights prohibits any type of soliciting before 9am and after 7pm on any weekday. There is no soliciting on Sunday or on a State or National Holiday.

A violation of any of the above ordinances can result in the following:

1. Any permission given by the City of Prospect Heights to solicit with the City of Prospect Heights will be revoked.
2. A resident of the City of Prospect Heights or the Police Department can place a charge of trespassing for entering on premises, which have been posted as indicated above. This could result in an arrest and subsequent court action.

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**CITY OF PROSPECT HEIGHTS
ORGANIZATION SOLICITATION
APPLICATION**

Date: _____

Name of Organization: _____

Name of Contact Person: _____

Contact Person Phone: _____ Fax: _____

Business Address: _____

Nature of Business: _____

Profit or Non-Profit Organization: _____

If Non-Profit, are donations being solicited? _____

Date Solicitation to Begin: _____

Solicitation Time Frame: _____

Item(s) to be Solicited: _____

Price of Item(s) Solicited: _____

Party or Parties Responsible for Solicitation:

Name: _____ Phone: _____

Address: _____

Number of Solicitors to be Used: _____
(Attach fully completed solicitor registration form for each individual solicitor)

I HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS ARE TRUE.

By: _____
(Print Name) (Title)

Signature: _____

ALL DOOR-TO-DOOR SOLICITORS MUST WEAR A CITY IDENTIFACATION BADGE



**CITY OF PROSPECT HEIGHTS
HOLD HARMLESS RELEASE**

The undersigned covenants and agrees that it will protect and keep the City of Prospect Heights and its members forever harmless and indemnified against and from any and all costs, damages or expenses arising out of or from any accident or other occurrence resulting from the negligence of the undersigned in the City of Prospect Heights causing injury to any person or property during the _____ activity from _____ to _____, 20____.

(Date) (Date)

Organization: _____ Phone#: _____

BY: _____ Date: _____

(Printed Name) (Title)

(Signature)



**CITY OF PROSPECT HEIGHTS
INDIVIDUAL SOLICITORS
REGISTRATION FORM**

Date: _____

Name of Organization: _____

Name of Contact Person: _____

Contact Person Phone: _____ Fax: _____

Business Address: _____

Nature of Business: _____

Profit or Non-Profit Organization: _____

If Non-Profit, are donations being solicited? _____

Date Solicitation to Begin: _____

Solicitation Time Frame: _____

Item(s) to be Solicited: _____

Price of Item(s) Solicited: _____

Party or Parties Responsible for Solicitation:

Name: _____ Phone: _____

Address: _____

Number of Solicitors to be Used: _____
(Attach fully completed solicitor application for each individual solicitor)

I HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS ARE TRUE.

By: _____
(Print Name) (Title)

Signature: _____

ALL DOOR-TO-DOOR SOLICITORS MUST WEAR A CITY IDENTIFICATION BADGE

