



CITY OF LOCKPORT

TAG DAY & STREET SOLICITATION APPLICATION

Office of the City Clerk
222 E. 9th Street/3rd Floor
Lockport, Illinois 60441
Office: 815-838-0549 Fax: 815-838-9498
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This application pertains to any organization which desires to conduct a Tag Day within the City shall make application to the City Clerk Office for a Tag Day permit. Tag days may be conducted subject to the following regulations: Tag Day permits shall only be issued to charitable organizations registered with the Office of the Attorney General of the State of Illinois; Not more than one Tag Day permit may be issued for any given day, except in the month of December, where two permits may be issued for any given day; Tag days are given on a first come, first serve basis; A Tag Day permit shall be valid

for not more than seven days; An organization may not be issued more than two tag day permits in a calendar year. No Tag Day may be conducted without first having obtained a Tag Day Permit. (Per Chapter 114, [§114.15](#) of the Lockport Code of Ordinances)

This application also pertains to Street Solicitation Permits. Any organization which desires to conduct a Tag Day on public streets within the City shall make application to the City Clerk's Office for a Street Solicitation permit. Street solicitation days may be conducted subject to the following regulations: Street Solicitation permits shall only be issued to charitable organizations registered with the Office of the Attorney General of the State of Illinois; Not more than one Street Solicitation permit may be issued for a given location on any given day; No Street solicitation may be conducted at a location not approved in the Street Solicitation permit; Street solicitations are prohibited between dusk and dawn; No organization may receive more than two (2) Street Solicitation permits in one calendar year; All persons engaged in Street Solicitation must be at least sixteen (16) years old and shall wear a high visibility vest; Street solicitation shall be allowed only at intersections where all traffic is required to come to a complete stop; Street solicitors may not solicit from occupant(s) of any vehicle which has a green light; All organizations which are issued Street Solicitation permits shall be liable for any injuries to any person or property during the solicitation, which injury is caused related to an act or ordinary negligence of the soliciting agency. No street solicitation may be conducted without having first obtained a Street Solicitation permit. (Per Chapter 114, [§114.16](#) of the Lockport Code of Ordinances)



REMINDER TO CHARITABLE ORGANIZATION

If tagging in front of a store or business, pre-approval is needed from the store owner or business manager.

Tag Days can be held at more than one store in the City of Lockport on scheduled day(s) as long as you have their approval to do so.

Here is a list of a few stores/businesses that we are aware of who currently allow City permitted Tag Days on their property.

- Walmart
- Jewel
- Berkot's
- Speedway on State Street
- Speedway on 9th Street
- Ace Hardware
- Dunkin Donuts



**APPLICATION FOR INDIVIDUAL ORGANIZATION “TAG DAY”
AND/OR “STREET SOLICITATION”**

1. Full Name of Charitable Organization: _____

2. Address of Charitable Organization: _____

3. Name, Email & Phone No. of Contact Person for the Charitable Organization: _____

4. If Merchandise, Food or Good are to be Sold or Given, What Kind: _____

5. Name, Email & Phone No. of Person Filing Application for the Charitable Organization: _____

6. The Name of All Cities, Villages, or Towns Where Organization has Engaged in Tag Days
(Within the Last Two (2) Years): _____

7. Has Your Organization Ever had a Tag Day Permit Revoked: ____ Yes ____ No



8. Dates Requested for Tag Day in Order of Preference:

1st Preference: _____

2nd Preference: _____

3rd Preference: _____

9. Please Specify Which Business you will be Tagging at or Street Solicitations, Which Intersections: _____

PLEASE NOTE: TAG DAY REQUESTS ARE SCHEDULED ON A FIRST COME FIRST SERVE BASIS. NOT MORE THAN TWO (2) TAG DAY PERMITS A YEAR, EACH FOR A SEVEN (7) DAY PERIOD.

ALSO NOTE: YOU NEED TO OBTAIN PERMISSION FROM THE STORES BEFORE YOU CAN HAVE A TAG DAY ON THEIR PROPERTY (YOU CAN TAGE AT MORE THAN ONE STORE ON YOUR SCHEDULED DAY).

