



Special Event
Application Form

Return completed form to Roscoe Police Department * 10595 Main St. * PO Box 312 * Roscoe, IL 61073

☒ Assembly ☐ Block Party ☐ Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

STATELINE FAMILY YMCA-STONEBRIDGE 1/2 MARATHONE & 5K

Nature of Event:

RAISE MONEY FOR LIVSTRONG PROGRAM AT STATELINE FAMILY YMCA

Location of Event: LELAND PARK-STONEBRIDGE TRAIL Projected Attendance: 250

Address of Organizer: 901 MAIN STREET Phone Number: 815-623-5858

Event Date(s): 9/27/25

Event Hours: 6 AM am/pm until 12 PM am/pm

Setup/Assembly Date: 9/27/25 Start Time: _____ am/pm

Dismantle Date: 9/27/25 am/pm Completion Time: _____ am/pm

Please describe, in specific details, the scope of your setup/assembly work:
(submit separate document if necessary)

We will need use of a few picnic tables and the bathrooms. A DJ will also be on premises.

Will this event require use of fireworks?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will this event require street closures	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will alcohol be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will signage be posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will food be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If answering yes to any of the above, please provide separate individual permit applications forms as outlined in the Special Event Guidelines and Checklist documents

Phone: (815) 623-7338 * Fax: (815) 623-7254 * Email: shawley7894@roscoepolice.com



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Who is your point of contact for this event? (must be available during entire duration of event)

Name: Ann Matuska Phone Number: 815-623-5858

Email: amatuska@statelineymca.org

Additional Comments:

Applicant Signature:

Date:

[Redacted Signature]

Return completed application to: Roscoe Police Department
10595 Main Street
Roscoe, Illinois 61073
shawley7894@roscoepolice.com

OFFICIAL USE ONLY

Date Filed: _____

Police Department: _____
Signature _____ Date _____

Village Board: _____
(if necessary) Signature _____ Date _____

Application Fee Paid: **\$100** Special Event: Neighborhood Garage Sale
\$50 Special Event: Assembly
\$25 Special Event: Block Party

Receipt

Cc: Public Works, Zoning, HRFPD, WCBD



VILLAGE *of* ROSCOE

10631 MAIN STREET, ROSCOE, IL 61073

PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: frontdesk@roscoeil.gov

Special Event Hold Harmless Agreement

I, Ann Matuska/Stateline YMCA indemnify and hold the Village of Roscoe harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be casually related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the event

known as Stonebridge Half Marathon/5k

to be held September 27th, 2025

Signed this 19th day of February, 2025

Ann Matuska/Stateline Family YMCA

Name

9901 Main Street, Roscoe, IL 61073

Address

Signature

Witness



10631 MAIN STREET, ROSCOE, IL 61073
PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: frontdesk@villageofroscoe.com

LELAND PARK PAVILION RENTAL RESERVATION RELEASE & WAIVER

Date of Event: 9/27/25 Purpose of Event: Race to raise funds for Livestrong at the Stateline Family YMCA
Rental Hours: 8:00 am – 10:00 pm Number of Guests: 250
Name: Stateline Family YMCA
Mailing Address: 9901 Main Street
Phone: 815-623-5858 Email: amatuska@statelineymca.org

LELAND PARK PAVILION

5727 Broad Street, Roscoe

Village of Roscoe residents will be required to provide proof address at the time of reservation. Your reservation is not confirmed until payment has been received.

☐ Village of Roscoe Resident Rental Fee: \$25.00 (non-refundable)

☐ Non-Resident Rental Fee: \$50.00 (non-refundable)

☒ Charitable Organization

- Reservation hours are 8:00 a.m. until 10:00 p.m.
- Bounce houses and dunk tanks are not permitted
- The public bathrooms are unlocked and available for use from April through October, weather permitting.
- A Temporary Alcohol Permit application must be completed by an existing liquor license holder and approved if alcohol is going to be consumed at the event. Beer and wine will be the only type of alcohol permitted with the proper permit. All consumption of alcohol must be in the shelter area only. No open containers allowed throughout the park.

The responsible party/renter agrees to hold harmless the Village of Roscoe, its employees and officials from and against any and all claims, suits, actions, damages and/or causes of action arising during the term of this agreement for any personal injury, loss of life, property and/or damage to property sustained in, on or about the said premises, and from and against all costs, expenses and liability incurred for any such claims, the investigation thereof, or the defense of any action or process brought thereon and from and against any orders and/or judgements that may be entered therein.

The responsible party/renter further agrees to adhere to the rules and regulations of the Village of Roscoe and to be responsible for any damages to the property and/or facility that are a result of any action(s) of the participants at the function for which the facility is rented or reserved.

Applicant's Signature

Date: 2/27/25

Office use only

Method of Payment: _____ Cash _____ Check _____ Credit Card Receipt Number: _____

Employee Initials: _____