

REQUEST FOR SIGN APPLICATION

Today's Date: _____

Application No.: _____

Name of Organization: _____

Name of Contact Person: _____

Address: _____

Telephone Number: _____

Business Phone: _____

Date of Installation: _____

Date of Removal: _____

Wording on Sign/Name of Event: _____

RULES

1. Size of sign must be 4'x8', **minimum ½" thick**, and shall be made on a sheet of plywood. Sign shall be designed in a professional manner—preferably painted on both sides.
2. Sign shall be installed and removed by a member of the organization from the sidewalk side. Please do not step into the flowerbed.
3. Sign shall be installed in slot provided on front landing for a length of time not to exceed **ten days prior to the event**. However, additional time may be requested and granted depending upon the availability and at the discretion of the Public Works Department.
4. Signs shall be **removed no later than the day after the event**.
5. Signs shall only be permitted for non-profit organizations.
6. Maximum number of signs at any time shall not exceed two. (Only one sign per organization.)
7. Any violation of the above rules will jeopardize future use of this privilege by your organization.
8. The Public Works Department reserves the right to rotate or substitute signs while the signs are on display.
9. If assistance is needed for installation, please contact David Emery, Superintendent of Buildings and Grounds, at 793-0221 several days before the event to make arrangements.

PLEASE NOTE: Signs must be removed no later than the day after the Date of Removal. It is a violation of OSHA regulation and State Fire Code for any sign to be placed in the lower stairwell. **THEREFORE, DO NOT PLACE SIGNS IN THE STAIRWELL AREA.** If you must move a sign to place yours, lean the sign against the back of the display area. **Signs not picked up one day after the Date of Removal will be disposed of by Buildings & Grounds, not stored.**