

## Signage – Sheeran Park Tennis Court Fence

### Policy

The City of Chapman provides access for advertisement signage on the fences around the tennis courts on the NW corner of 5<sup>th</sup> and Marshall and the city pool. Fees, time limits, and content guidelines vary depending on organization type of the applicant.

### **Government/Public organizations**

Temporary access is allowed following written notice to the city administrator. No charge is incurred. Written notice will include organization name, event name, date(s), and size of sign.

### **Non-profit organizations**

Access is allowed without charge for non-profit corporations (registered 501.(c).3) for up to 7 consecutive days.

### **Political campaigns**

Access is allowed without charge following written notice to the city administrator. Signage must be removed not later than the official close of polls time for that particular campaign.

### **For profit organizations, private groups and individuals**

Access is allowed upon approval of written application to the city administrator. Sign content must be devoid of advocacy, admonition, or encouragement of illegal activities, specific individuals' names or likeness, or disparaging content.

## **Signage Guidelines**

### *Application*

A request for approval form must be completed and submitted to the city administrator not less than 10 business days prior to the first day the signage will be installed. City administrator will review the application and then advise the applicant of the approval status. One application per non-profit organization per month is allowed without charge. There is no limit for profit organizations, private groups and individuals.

### *Size Limit*

One sign is limited to not more than 32 square feet (4'X8').

### *Placement/location*

Location of installation is at the discretion of the city administrator or his/her designee following consultation with the customer. Every effort will be made to accommodate the customer's preference but final placement will be determined by the city.

*Time*

1 week or less: \$20.00

1 month (8 – 30 days): \$30.00

1 year: \$300.00

Any sign not removed at the end of the agreement period will be removed and disposed at the discretion of the city administrator.

*Installation*

Signage attached by means of plastic, cloth, or similar ties may be installed by the sign owner. Signs requiring bolts, wire, or metal ties must be installed by city staff and will be installed as staff schedule allows. Signs installed by the sign owner must be attached in any manner that does not damage or alter the fencing structures. Installation or removal by city staff will incur an additional \$25.00 fee per incident.

*Content*

The beginning and ending dates of the agreement must be written, printed, or painted on the street side of the sign.

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