

City Park/Pool Fence Advertising 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.

Organization Name _____ **Applicant's Name:** _____

Organization Type 501 (c) 3/non-profit Private/for profit Political/campaign

Proposed display dates from _____ **to** _____

Content of sign: _____

Size: _____

Preferred location: _____

Size Limit

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

Placement/location

Placement 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 & Cost (7 days@ no cost for 501(c) 3 organizations)

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.

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.

I have been given and understand the signage policy for placement of advertisement at Sheeran Park Tennis Court Fence. I understand all terms and conditions listed above and within the policy.

Applicant Signature: _____

Date: _____

Applicant contact phone number: _____

Approved by: _____

Date: _____

Amount due: _____

Amount paid: _____

Date paid: _____