

COMMUNITY EVENT SIGN REQUEST FORM

Gerrish Township Munciple Building
2997 E. Higgins Lake Dr.
Roscommon, Mi 48653 989-821-9313

APPLICANT INFORMATION

Organization Name: _____
Mailing Address: _____
City: _____ Township: _____
Zip: _____ Telephone: _____
Contact Person: _____
Phone: _____ E-mail: _____

EVENT INFORMATION

Name of Event: _____
Date of Event: _____ Time of Event: _____
Location of Event: _____
Primary Dates Requested: From: _____ To: _____
Additional Dates Requested: From: _____ To: _____
(Please note: Additional Date requests are not guaranteed)

MESSAGE BOARD POLICY AND PROCEDURE

The following procedures shall be used when any non-profit organization, civic group or church requests to use the Community Events Sign:

- Requests must be returned in person or by mail during regular business hours.
- Requests shall be taken no more than 60 days in advance
- Queuing Rules:
 - All requests granted are on a first-come, first-service basis
 - Duration: (the reserved time an organizations message will be displayed)
 - Primary Dates Max: 14 days
 - Additional Dates: 14 days (Please note: Additional dates are not guaranteed – will be used if time is available)
- Local community events takes precedence over outside community events
- Any available sign time (not reserved as primary or additional dates by any organization) will be used to display safety slogans determined by the local fire and police department
- In the event of a public safety emergency, Gerrish Township Police or Fire Departments will take control of the sign
- The Community Events Sign Committee will act as the governing body and reserves thei right to refuse any request

(Please see reverse side for message board template)

SIGNATURE

Contact person signature: _____ Date: _____

TOWNSHIP PERSONNEL ONLY

Date received: _____ Time: _____
Approved/Rejected: Approved: Rejected:
Comments: _____
Signature: _____ Date: _____