

# COMMUNITY SIGN REQUEST FORM

City of Galt Parks and Recreation Department  
610 Chabolla Avenue, Galt, CA 95632 Phone (209) 366-7180

## APPLICANT INFORMATION

Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
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: \_\_\_\_\_  
Message Sign Request \_\_\_\_\_ Event Sign Request \_\_\_\_\_

## POLICIES AND PROCEDURES

1. Use of event signs is limited to City, local government organizations, local non-profit organizations, civic groups or churches. Message sign use is limited to government entities.
2. Political, commercial and religious messages are not allowed. Advertising for private parties and non-community event advertising is not allowed.
3. The City reserves the right to deny an application or edit sign content.
4. The maximum amount of characters and spacing will be \_\_\_ for all messages.
5. The postings for the signs shall be coordinated by the Parks and Recreation Department.
6. The Community Events Sign Request Form must be filled out and returned to the City Parks and Recreation building during regular business hours.
7. Requests may be returned in person, by mail or by e-mail.
8. Requests shall not be accepted more than sixty (60) days in advance of the event.
9. All requests will be approved on a first-come, first-service basis.
10. The City reserves the right to determine timing and duration of display of the message, based upon the demand for the use of sign space.

## SIGNATURE

Contact Person Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## CITY PERSONNEL ONLY

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_  
Action: Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_  
Comments: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_