Request for Space on Community Sign Board

Parks and Recreation Department
486 Oxford Road, Oxford, CT 06478

Oxford Town Hall
(203) 888-2543 Ext 3041

Name: _____ Phone: (H): _____

Address: _____ (W): _____

Requested dates for sign to be posted: _____

Organization: _____

Please write below your desired advertisement. Use a minimum amount of words (letters and spaces) and abbreviate if possible.***(Please note that letters "M" and "W" each take up 2 spaces and a "space" between words is considered as one letter).

****** You must provide <u>at least</u> one (1) week's notice for sign to be posted. ******

POLICY:

All groups, Oxford non-profit organizations, civic groups and schools, wanting to advertise community events which are open to the general public, must fill out the appropriate form above. These forms will be accepted before the scheduled event on a first come first served basis.

Due to a limitation of 8 slots on the board, Oxford school activities will be limited to 4 signs, 2 on the North and 2 on the South, at any one time.

Signs are updated weekly. Special announcements will be dealt with on an individual basis, depending upon availability.

The Parks and Recreation Director has the authority to approve requests for board space. The signboard is intended to provide an avenue for groups to communicate their activities and special announcements to the Town. Any questionable material may be brought before the Parks and Recreation Commission for final approval or denial.

Signed: _____ Date: _____

Approved By: _____ Date: _____