

## Parks Community Signage Guidelines and Request Form

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Tel #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### Signage Guidelines

- Signs are to be no larger than 32 square feet (4 x 8 feet).
- Signs are to be made in a professional manner.
- Signs are to be posted for a maximum of 30 days.
- Groups are responsible for the removal of signage at the end of the 30 day period or immediately following the event or registration period, whichever comes first.
- Signs must be posted in such a manner that is structurally sound to resist weather conditions or vandalism.
- Signs must be immediately cleaned or removed if they become damaged or vandalized.
- No more than two signs will be permitted at any location, one sign per organization.
- Signs are for the display of Non-Profit Community Organizations

### Request

Sign Location(s):  Eighth Street and Eighth Avenue (**Moody Park, chain-link fence**)  
 Sixth Street and Tenth Avenue (**Mercer Stadium, chain-link fence**)  
 Eighth Avenue and McBride Boulevard (**Terry Hughes Park, wood frame**)  
 Braid Street and East Columbia (**Sapperton Triangle, wood frame**)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

**NOTE: Signs that do not meet this guideline, and/or do not have the prior approval of the Parks and Recreation Department, will be removed and disposed of WITHOUT any notice, and a \$50 removal fee may apply.**

Please submit all requests to [active@newwestcity.ca](mailto:active@newwestcity.ca).