# Community Signage

Organization Name:

Address:

Contact Name:

Contact Telephone:

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 or lack prior approval from the Parks and Recreation Department will be removed and disposed of without notice.
A $50.00 removal fee may apply.

Please submit all requests to **active@newwestcity.ca.**