

VILLAGE OF LANCASTER- Clerk-Treasurer Office
Girl Scout Garden Sign @ Central Ave & Broadway

Sign Usage Dates:	(START):	(END):
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Event Date(s):

Event Description:

Organization Name:

Event Contact:

Address:

Phone No:	(Days):	(Evenings):
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All applications received must be from Not-For-Profit Organizations. Applications may be submitted no sooner than 6 months in advance and are accepted M-F 8:30 AM-4:30 PM, in person, by mail, or by fax (716) 684-4830. Applications will be accepted and approved on first-come, first-served basis.

The maximum amount of time that an applicant may use the sign frame is one week. If no other applications are received, the organization may request two weeks dependent upon availability. The organization may **NOT** have two signs, two banners, or one sign and one banner at a consecutive time. **PLEASE NOTE:** You may be moved from a reserved week if the sign location is needed for a Village purpose. You will be given as much notice as possible if this occurs.

Sign must be 4' high x 8' long x 5/8" or 3/4" thick. The lettering should run length-wise. Sign material must be supplied by the applicant. The organization is responsible for delivering the sign at least 2 business days prior to the "start date" to the Department of Public Works, 5200 Broadway, Lancaster, and organization is responsible for picking up the sign from the Department of Public Works, 5200 Broadway, Lancaster, within five (5) business days after the "end date" shown above. After the fifth business day the sign may be disposed of by the Village.

The organization named herein agrees to insure the Village of Lancaster against any loss which may result from the construction, placement, maintenance or removal of a sign from the Central Ave & Broadway sign frame, including the storage of any materials and/or signs on other Village property, to indemnify and hold the Village harmless from any such loss for damages or injuries which may result to any organizational property, organizational members or to the property or person of any third parties.

 Authorized Officer of Organization

 Date

For Office Use Only: () Approved () Denied Date: _____
() Logged on Calendar () Requests 2 weeks if possible Initialed by: _____