



City of Willard

Electronic Message Sign Request Form

The primary use of the electronic message sign located at the main City Park is to transmit city news, events, and other information to the general public. Non-profit organizations or other government agencies that provide programs, activities, or services to the general public may submit a request for approval. Political messages, personal messages, commercial advertisements, and private businesses are prohibited from being displayed and should not be submitted. A party renting the depot may submit a request for a message to be displayed one-hour prior until the conclusion of their reservation for a nominal fee.

- The City Manager or designee shall have sole authority to approve or deny applications.
 - Request will be reviewed upon a case-by-case basis and all such decisions shall be deemed final.
- Spelling, format, and accuracy are the responsibility of the person completing the request. Messages may be edited for space, content clarity, and aesthetics.
- Requests should be submitted no later than 5 business days before your requested event.
- The City reserves the right to determine the number of days your message will display.

(Please print neatly)

CITY OF WILLARD ELECTRONIC MESSAGE SIGN REQUEST			
Contact Person:	Telephone:	Email:	
Organization Name:	Telephone:	Email:	
Address:	City:	State:	
Type of Organization:		Tax Exempt: Yes or No	
Message for Sign: - Event: - Date & Time: - Location: - Other:			
Agreement for Use: I have read and understand the electronic message board rules and regulation and agree to abide by them. Furthermore, I am authorized to sign on behalf of (organization) _____ and accept for them, the terms and conditions as stated in this application. Being fully informed of these rules and regulation, I hold the City of Willard and its employees harmless from all claims, injuries, liabilities, damages, losses, or rights of action resulting from the use of said electronic message sign.			
Signature:	Printed name:	Date:	

Please return request by mail to: Willard City Manager Office, P.O. Box 367, Willard, OH 44890
 By email to: kelmlinger@willardohio.us

Office Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature of City Manager/Designee: _____
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