



**COMMUNITY EVENTS
SIGN APPLICATION**

**GRAFELMAN PARK &
PUBLIC SAFETY CENTER #2**

Date: _____

Name of Not for Profit Organization

Address

Contact Person

Phone Number

Dates Requested for the Sign

GRAFELMAN PARK

- Half Sign – \$10.00 – Text on top or bottom of both sides.
- Full Sign – \$20.00 – Text on full sign both sides.

PUBLIC SAFETY CENTER #2

- Full Sign – \$15.00 – Text on full sign (3 lines only, 28 characters per line) both sides.

MESSAGE REQUESTED: _____

Please return this application
with the applicable fee to:

West Dundee Village Hall, Administration Department
102 South Second Street
West Dundee, IL 60118

PH 847-551-3800

FAX 847-551-3809

For Office Use Only:

Approved Date: _____

Signature: _____



Community Events Signboard Policy

Purpose:

The purpose of this policy is to allow government, not-for-profit and civic organizations use of the changeable copy community event sign in Grafelman Park to promote community events / activities or communicate messages to the West Dundee Community.

Eligibility:

Eligibility will be limited to governments, community service organizations, civic organizations, not-for-profit organizations, and churches, all of which are to be domiciled within the Dundee area. Also, organizations outside of the Dundee area sponsoring an event sanctioned by the Village of West Dundee as an “official community events” may use the sign to announce events. Use of the sign by individuals, for-profit businesses, trade organizations or political organizations is prohibited unless those events have been sanctioned by the Village of West Dundee as an “official community event.”

An “official community event” shall be defined as an event open to the general population for the benefit of the Village of West Dundee residents and / or the promotion of the West Dundee community or collective business community.

Application, Reservation, and Scheduling:

Applications are to be made on the appropriate Community Events Sign Request form and submitted to the Village Hall no less than thirty days prior to the requested display date. **Requests will be reviewed and honored on a first come – first serve basis with a limit of one reservation per month.** An organization wishing to reserve the sign more than once per calendar month may make an application to do so, but such a reservation will be honored only if there has been no other application made for that time period and the Village is not utilizing the sign.

In addition, reservations will be limited to not more than one year in advance.

The text will be displayed on both sides of the sign. An applicant has the option to reserve either half of the sign or the full sign based on availability. In the event that half of the sign is requested or utilized, the applicant understands that the remainder of the sign may be used to display a Village-related message or message for another eligible organization or event.

Reservations and schedules shall be maintained by the Village Hall and can be reviewed by an applicant to identify available display dates.

The Village of West Dundee reserves the right of first use of the sign. Any scheduling in conflict with the Villages need or use for the community events sign shall be resolved to the Village’s benefit.

Duration:

The community events sign shall be reserved for no less than one week but no more than two weeks. An extension of up to one additional week may be offered solely based on the sign availability.

Preference will be given to those community events that are held on an annual basis. For those annual events there will be an automatic reserved “black out” time of at least one week prior to the event.

The Village reserves the right to remove or change any message during the scheduled display period without the consent of the applicant in order to exercise its own use of the community events sign.

Fees:

Fees shall be charged based on the amount of the sign requested and the length of the display period.

Half sign consists of text on half of the sign on both sides.

Full sign consists of text on the full sign on both sides.

The following per week fees must be paid at the time the application is submitted:

Half sign: \$10.00 Full Sign: \$20.00

In the event that a request is denied or the Village cancels the reservation prior to displaying the scheduled message, the fee shall be returned to the applicant. If the Village cancels or removes a message during its display period, the fee will not be refunded.

All fees are to be paid by cash or check (payable to the Village of West Dundee).

Cancellations:

Cancellations of confirmed reservations must be made two weeks prior to the scheduled date of sign use in order to receive a refund of the fee. No other refunds will be considered.

Right to Edit / Right of Refusal:

The Village of West Dundee has the authority to edit text of the signage being requested as it deems necessary for reasons including, but not limited to, availability of space, availability of changeable copy letters, and layout concerns.

The Village of West Dundee reserves the right to refuse to honor any application request if it is deemed inappropriate, inflammatory, in conflict with the separation of church and state, or not within the general interest of the West Dundee community and its values as determined by the Village President or duly appointed representative.

Temporary Signs

With the addition of the changeable copy sign to the park, other temporary signs are prohibited from the park unless specific permission is given.

Revocability:

The Village of West Dundee reserves the right to revoke the use of the community events sign at any time with reason to the applicant.