



COMMUNITY SIGNBOARD APPLICATION

Date of Request: _____

Name of Not for Profit Organization

Address

Contact Person

Phone Number

Dates Requested for Use of the Sign *

E-Mail Address

GRAFELMAN PARK *(Route 72 between 4th & 5th Streets) * Message is changed on Mondays, with the exception of holidays*

Half Sign – \$10.00 – Text on top or bottom (2-3 lines) of both sides.

Full Sign – \$20.00 – Text on full sign (4-5 lines) both sides.

MESSAGE REQUESTED:

PUBLIC SAFETY CENTER #2 *(Route 72 & Carrington Drive) * Message is changed on Sundays*

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

MESSAGE REQUESTED:

Return this application with the applicable fee to:

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

Email: villagehall@wdundee.org
Phone: (847) 551-3800
Fax: (847) 551-3809

For Office Use Only:

Approved Date/Initials: _____

Paid Amount: _____



Community Signboard Policy

Purpose:

The purpose of this policy is to allow government, not-for-profit and civic organizations use of the changeable copy community signboards in Grafelman Park and Public Safety Center #2, 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 event" 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 Signboard Application form and submitted to the Village Hall no less than 14 days prior to the requested display date. **Requests will be reviewed and honored on a first come - first served 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. At Grafelman Park, 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 Village's need or use for the community events sign shall be resolved to the Village's benefit.

Duration:

The Community Signboards shall be reserved for one week. An extension of up to one additional week may be offered solely based on the sign availability. The number of days available may be reduced by one for the Grafelman Park Signboard during weeks on which Monday is an observed holiday.

Preference will be given to community events that are held on an annual basis. For these annual events there will be an automatic "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:

Grafelman Park - Half sign: \$10.00 Full sign: \$20.00 Public Safety Center #2: \$15.00

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 be prorated.

All fees are to be paid by cash, check (payable to the Village of West Dundee) or credit/debit card.

Cancellations:

Cancellations of confirmed reservations must be made one week 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 the text of the message 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.