

SIGN RENTAL APPLICATION

Dear Event Coordinator:

Following is the procedure for reserving the Washington County Board of Developmental Disabilities Sign Boards located at Ewing School, 1701 Colegate Drive, Marietta, Ohio. The signs are for promoting your event and **cannot** be used for religious or political purposes. Additionally, signs may not include references to alcohol, sexually oriented material or violent content. The signs are available for up to two (2) weeks, from noon Monday to noon Monday. Events must be open to the public. Please read carefully.

Sign Regulations:

1. Dimensions must be 4' x 8' and of ½" or ¾" Plywood or Metal ONLY. **NO PLASTIC BANNERS ALLOWED.** **YOU** are responsible for providing your own tools and ladder.
2. Plastic letters are available at our office and must be returned to the office. **YOU** are responsible for installing and removing the letters on the Sign Board.
3. The Sign Boards can be reserved from Monday through Friday, 7:30 am – 3:00 pm. Signs may be reserved for not more than two (2) weeks at a time. Signs can be put up Monday noon and all signs must be taken down, and all letters for the sign/s turned in at Ewing School, by Noon Monday or additional fees may apply.
4. If signs are not removed from the property, deposit will be forfeited, and future use of the sign by your organization may be in jeopardy.
5. Fill out the reservation information along with your signature and mail it to Ewing School with the security deposit and fee.
6. If you must cancel your reservation contact our office two weeks in advance. Loss of deposit will result of failure to cancel properly.
7. All applications must be approved by the Superintendent of the Washington County Board of Developmental Disabilities.

Fees: A deposit of **\$20.00** is required and a **\$20.00** fee to rent the sign and letters. You will be refunded the deposit if your sign(s) are taken down and removed from the property by the appropriate date. Please send **TWO CHECKS (one for deposit and one for the fee), made payable to the Washington County Board of Developmental Disabilities and return with this form.**

If you have any questions about reserving the Sign Board, please call Angie Flannery at Ewing School 740-373-3781, ext. 10.

Week(s) you are requesting sign: _____ (Noon Monday – Noon Monday)

Name of Organization/Group/Agency/Business: _____

Name of person reserving sign (**PLEASE PRINT**): _____

Address: _____ City: _____

Phone: _____

Security deposit: \$20.00 X _____ = _____ Total Deposit: \$ _____

Sign Fee: \$20.00 X _____ = _____ Total Sign Fee: \$ _____

Proposed Wording for Sign:

You have been assigned to the TOP BOTTOM slot.

Please bring ladder if using the top space.

I understand and agree with the regulations for reserving the Washington County Board of Developmental Disabilities sign located at Ewing School, 1701 Colegate Drive, Marietta, OH.

Signature _____ Date _____

Superintendent Approval Signature _____ Date _____