

The Town of DeWitt Community Sign is located at Erie Boulevard and East Genesee Street.

The following rules apply for the use of the sign:

1. It is recommended that this form be submitted at least four weeks prior to the desired time of usage.
2. A check, made out to *Town of DeWitt*, cash or credit card payment must accompany this application. Spots will not be reserved without full payment. **Service fee applied to all credit card transactions.*
3. Use of the sign shall be on a first come/first served basis. Any conflicts shall be resolved by the Recreation Department.
4. Forms can be submitted by mail or in person. **Please do not fax or email forms.**
5. The normal period of time for the sign's use is one (1) week. **(Monday-Sunday)**
6. The Recreation Department reserves the right to modify messages.
7. Sign is updated on MONDAYS (holidays excepted)

Pricing: Non-profit Organizations \$40/week All Others \$50/week

Name of Organization _____

Address _____
(Street) (City) (Zip)

Contact Person _____

Work _____ **Cell** _____ **Home** _____

E-Mail _____

*For mail-in rentals, a receipt will be sent via e-mail only.

Event Name _____ **Event Date** _____

Event Location _____ **Event Time** _____

Additional Information _____

Sign Rental Dates _____ **to** _____
(Monday) (Sunday)

Sign Layout (Optional)

Indicate the message as you would like it to appear on the sign using the lines below.

There are three (3) lines, limit 20 characters per line. Spaces count as one character.

If this section is left blank the layout will be left to the discretion of the Recreation staff.
