

Town of DeWitt Recreation Department
5400 Butternut Drive, East Syracuse, NY 13057
www.townofdewitt.com
315-446-9250 x 9

Community Sign Rental Form

The Community Sign, located at Erie Boulevard and Genesee Street, is available for the use by DeWitt based not-for-profit organizations to publicize community events in the Town. Other users may be approved by the Recreation Department. **The following rules apply for the use of the sign:**

1. This form must be submitted at least four weeks prior to the desired time of usage.
2. A check made out to *Town of DeWitt* for profit \$60/week and non-profit \$50/week or part thereof shall accompany this application. Cash is acceptable for in-office 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. The normal period of time for the sign's use is one (1) week. (Monday-Sunday)
5. The Recreation Department reserves the right to modify messages.

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 you need assistance, leave this section blank and a Recreation staff member will assist you with the layout. If this section is left blank on a mail-in form, the layout will be left to the discretion of the Recreation staff.
