



# CITY OF WOODLAND PARK – REQUEST TO USE ADVERTISING SITES

204 W. South Ave., PO Box 9007, Woodland Park, CO 80866 • Office 687-5225 • Fax 687-2188 •  
kgavit@city-woodlandpark.org

## GENERAL REGULATIONS:

- Banners, Marquees and Electronic Sign may be used for **community programs and activities ONLY**. Faith based and commercial business programs are not permitted.
- There is no charge for the use of these sites.
- Events may be listed for no more than one week per site. If requesting more than one week in a month you may be asked to give up or trade dates.
- All sites must be reserved prior to use. Reservations for the upcoming year will be taken starting the first Monday in November of the current year during business hours only, 8am-5pm.
- City functions have priority over all other requests.
- Names and phone numbers of users are public record.
- All business concerning Banners, Marquees and the Electronic Sign must be taken care of during business hours, Monday-Friday, 8am-5pm.

## BANNER REGULATIONS:

- Banners cannot have Corporate Sponsor name(s) or logo(s), such as, Pepsi, Miller Lite, etc.
- Lions Park Banner cannot be scheduled when the marquee is scheduled for the same date & event.
- Events may be listed on no more than one banner site at a time.
- **The required banner size is 4x12 with strong grommets in each corner and wind socks.** If your banner does not meet these exact requirements, it will not be put up.
- The banner must be at the Parks and Recreation office by the **Friday before your scheduled date.** Repeated failures to meet this requirement may cause your group to forfeit future use.
- Banners are available for pick up the Tuesday after your scheduled week. Please come pick up your banner no later than Tuesday by the close of business. If you are unable to pick it up on Tuesday, please let us know ahead of time.
- Banners will not be stored for any reason.
- The City of Woodland Park is not responsible for lost, stolen or damaged banners.

## MARQUEE REGULATIONS:

- There are 4 lines fitting approximately 14-16 letters per line.
- The person or organization responsible for the event must **remove previous sign, bring those letters to the Parks & Recreation Department and put the previous sign letters away.** Then, put up their own sign. Marquee letters must be returned the same day.
- Marquee sign must be put up on the date requested. Repeated failures to meet this requirement may cause your group to forfeit future use.

## ELECTRONIC SIGN:

- City and School District events have priority over all other requests.
- Priority will be given to Community events and activities to run the week of event.
- The City has authority to revise the message to fit the sign parameters.
- Please submit requests at least one week prior to event.

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

*By signing I agree that I have read and understand the Regulations above.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Events are scheduled and run from a Monday through Sunday. Please list the start dates below under the correct location desired.

Event Name Event Date	Electronic Sign (week of event only)	West Banner Site (Lions Park)	East Banner Site (Near Light at WalMart, entering town)	Marquee East or West Side (Lions Park)
1. _____ _____	_____	_____	_____	_____
2. _____ _____	_____	_____	_____	_____
3. _____ _____	_____	_____	_____	_____
4. _____ _____	_____	_____	_____	_____

PLEASE LIST ELECTRONIC MESSAGE BELOW (4 LINES, 18-20 SPACES PER LINE, PER MESSAGE):  
(if needed, provide other messages on separate sheet of paper)

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