

<p align="center">TOWN OF COALHURST POLICY & PROCEDURE MANUAL</p>	<p>SECTION: <i>ORGANIZATION</i></p>
<p>POLICY: <i>COMMUNITY SIGN</i></p>	<p>POLICY NUMBER: <i>00-01-25</i></p>

PURPOSE

To provide for the orderly use of the Community Sign by local organizations, groups, Committees of Council and residents

COUNCIL POLICY

1. The Community Sign is available for use by local organizations, groups, Committees of Council and residents for providing notice of an upcoming public event, at no charge.
2. The local organization, group, Committee of Council or resident wishing to post a notice on the Community Sign shall make an application to use the Community Sign in the prescribed form.
3. Notices cannot be put up more than 5 days prior to the event (*organizations are encouraged to use the services of the Town News for their initial announcement*).
4. Bookings for a Notice will be accepted by the Town Office on a first come-first serve basis.
5. Not Eligible:
 - a. Election postings from candidates running in an election.
 - b. Offensive or libelous notices.
6. Town Public Operations Department personnel will be responsible for putting up and taking down the letters required in the message.

FORM

Application to Use the Community Sign

New Policy: October 24, 2006
Revision #1 - February 5, 2008

APPLICATION TO USE THE COMMUNITY SIGN
PLEASE PRINT

Name of Local Organization, Group, Committee of Council or Individual requesting the use:

Name of Person Responsible: _____

Telephone Number: _____ Cell Number: _____

Event to be posted: _____

Date of Event: _____

Date(s) sign required: _____

Message to be posted on Community Sign: _____

Date of Application: _____

Initials of Applicant/Representative: _____

OR

Initials of Town Staff Who Took Message: _____

To submit an application:

Drop off at the Town Office, e-mail to main@town.coalhurst.ab.ca or fax to 403-381-2924

*For further information or questions regarding usage of the Community Sign call: 403-381-3033
or e-mail main@town.coalhurst.ab.ca*

