

# C H E S H I R E

Parks & Recreation



559 SOUTH MAIN STREET CHESHIRE, CT 06410 Phone: 203.272.2743 Email: recreation@cheshirect.org

## REQUEST FOR SPACE ON COMMUNITY SIGN BOARD

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Requested post date: \_\_\_\_\_ Requested removal date (if other than event date): \_\_\_\_\_

Organization: \_\_\_\_\_ Contact Person \_\_\_\_\_

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

Form must be received at least 1 week prior to event

Cheshire non-profit organizations can request a community event announcement be posted on the electronic signboard for up to one week in advance of the event.

Please type or print (for clarity and accuracy, please use capital letters) your desired announcement in the boxes below. Events will be entered as written. However, the Parks and Recreation Department reserves the right to abbreviate or edit as necessary due to space constraints.

Requests for the use of sign board may be made as early as you are aware of the date of the event.

This request form can be dropped off to the Parks & Recreation office during business hours, dropped in the mail slot by the front door before or after hours, or emailed to [recreation@cheshirect.org](mailto:recreation@cheshirect.org)

Sports teams should attach their schedule. Please be sure to call or email any changes to the office as soon as you are aware of them (example: weather cancellations). We will do our best to accommodate last minute cancellations, however, we cannot guarantee posting of any cancellations received after 3:45pm.

The Parks and Recreation Department reserves the right to approve or deny any requests. If your request is denied, you will be notified.

Line #1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Line #2

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Line #3

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Line #4

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

-----  
*Office Use Only*

Date received: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Approved by: \_\_\_\_\_