

**REQUEST TO PLACE A PROMOTIONAL SIGN ON
PREBLE COUNTY COURTHOUSE LAWN**

Name of Organization _____

Name of Contact Person/Event Coordinator _____

Mailing Address of Contact Person _____

Phone Numbers of Contact Person (H) _____ (W) _____

Name of Event to be Promoted _____

Date(s) of Event _____

SIGN WILL READ (give approximate layout of sign):

- | | Yes | No |
|---|-------|-------|
| 1. Is your event open to all residents in Preble County? | _____ | _____ |
| 2. Is your event being held in Preble County? | _____ | _____ |
| 3. Is the organization you represent non-profit? | _____ | _____ |
| 4. Will your sign be constructed to specification? | _____ | _____ |
| 5. Will your sign be delivered and retrieved on the dates indicated below? | _____ | _____ |
| 6. Has your organization posted a sign on the courthouse lawn prior to this request? If "yes", when? _____ | _____ | _____ |

As the person in charge of requesting promotion, I agree that I, and the organization I represent, will hold the County harmless for any damage to our sign while displayed on County property.

Signature Title Date

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

This request was submitted to the Preble County Commission for action on _____
Date

This request has been: APPROVED DENIED

If denied, reason for denial _____

Your sign may be displayed from noon of _____ until noon of _____

President, Board of County Commissioners Date

**RULES & REGULATIONS FOR PLACEMENT OF
PROMOTIONAL SIGNS ON PREBLE COUNTY COURTHOUSE LAW**

1. Requests for placing signs must be submitted in a timely manner as all requests are strictly on a first come first serve basis. (Requests will be accepted on the attached form only.)
2. All signs must promote an event to be held in Preble County which is open to the public and which all county residents are eligible to partake in.
3. Only non-profit organizations or events may be advertised on county property.
4. No sign may be posted more than fourteen (14) days prior to the event advertised. Shorter periods of display may be granted to avoid possible scheduling conflicts.
5. All signs must be delivered to the Courthouse Maintenance Dept. in a timely manner so that mounting holes can be prepared prior to the date of display indicated by the Commission Office. Signs are to be 4'W x 3'H in dimension and should be made of material no thinner than ¼" plywood.
6. The Preble County Maintenance Dept. will mount and remove the signs on the dates indicated by the Commission and all signs must be retrieved from the Maintenance Dept. in a timely manner.
7. Signs that deviate from the approved form or content will be removed immediately.