

## OUTDOOR SIGN POLICY

The Village of Arena maintains an outdoor "Welcome" sign to publicize village information. When the sign is not needed for village publicity, it is available for use by organizations, not-for-profit groups of the community and Arena residents.

1. A written application for use of the outdoor sign (see reserve side) shall be made.
2. Applications for use of the sign are accepted on a first-come, first-served basis.
3. Messages of a political or religious nature will not be posted.
4. Staffing constraints and weather conditions may affect the Village's ability to post messages.
5. The Village reserves the right to edit messages.
6. The Village shall always receive precedence for use of the sign.
7. A fee of \$20.00 shall be submitted along with the application for anyone wanting to use the sign. (Fee covers employees time and replacement of letters.)  
\*\*Arena Fire/EMT exempt from fee as long as the message isn't associated with a business.

Approved this 3<sup>rd</sup> day of March 2020.



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Kate Reimann, Village President

ATTEST:



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DaNeen Naeger, Village Clerk/Treasurer



## ARENA "WELCOME SIGN" POSTING APPLICATION

Date of Request \_\_\_\_\_

\_\_\_\_\_ requests permission to display the  
Name of Organization

following message on the outdoor Welcome sign of the Village of Arena:


NOTE: Spaces between words MUST be included in the above message text.

Date(s) requested for display: From \_\_\_\_\_ to \_\_\_\_\_  
 (Maximum seven days for \$20)

Contact Person \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

\*\*The Village reserves the right to edit postings based on space limitations and reject posting content based on the Arena Village Code.

**VILLAGE OFFICE USE:** Payment received date \_\_\_\_\_ Amount \$20.00