

Worthington Parks and Recreation Department
**PERMIT TO POST SIGNS & HOLD SPECIAL EVENTS
ON THE VILLAGE GREEN**

PRINT or TYPE: Permit needs to be submitted a minimum of three [3] weeks before event. Faxed forms NOT acceptable - sometimes they are unreadable.
➔ All blanks must be completed for permit approval.

Check specific activity[s]: Sign Event

Event: _____ Day & Date of Event _____.

Earliest posting date
2 weeks before event: _____

Signs must be pick up
2 weeks after event

Code Section 941.02

PRINT or TYPE

Name of Organization _____.

Address _____.

Phone[s] H: _____ W: _____ Cell: _____

Applicant: _____.

Address _____.

Signature of Applicant Date _____.

➔ **Note:** 2 weeks after the event your sign will be disposed if still at Griswold Center. We are not responsible. **PICK THEM UP** - Thank you.

Special Event Form: needs following attachments from you.

1. Attach your detailed set up plan
2. Attach your detailed clean up plan.
3. Name, address, phone number of person responsible for repairing damage/restoration to Village Green.

No stakes should be
driven into the
Village Green.

Additional information available to you: 1. Village Green sign policy
2. Village Green sign specifications.
3. Village Green utilities drawing.

Special set up or equipment requested [attach another sheet if necessary] _____.

Application is subject to review by the Director of Parks and Recreation and/or City Manager. You will be notified of final approval by phone or mail.



Signs: 1/2 inch plywood or plastic core four [4] feet wide by five [5] feet high [vertical]. **Signs will be disposed 2 weeks after the event - PICK THEM UP.**

Lynda Chambers
Director of Parks and Recreation
345 E. Wilson Bridge Road,
Worthington OH 43085-2346
614-436-2743

CITY OF WORTHINGTON: VILLAGE GREEN SIGN POLICIES

The purpose of this policy is to provide the people of Worthington the opportunity to post public notices of upcoming events and activities in a fair and just manner. Whereas each person has an equal opportunity to post such notices, the City will approve such posting if or when requests meet the basic requirements or policies of the City.

This is a free, public service by your Parks and Recreation Department.

Permits are on file with the: Worthington Parks and Recreation Department

345 East Wilson Bridge Road

Worthington, Ohio 43085-2346

614-436-2743

Permits should be submitted at least 2 weeks before your event. They may be obtained:

Monday through Friday, 6:00 am - 9:00 pm, Sat. 8:00 a.m. - 8:00 p.m., Sun. 12:00 p.m. - 8:00 p.m.

Signs are posted and removed on a weekly basis. Signs **MUST** be delivered before 8:00 am on Monday morning, but can be delivered up to 2 weeks prior and picked up no later than 2 weeks after the event at the following location: ➔ We are not responsible for signs left 2 weeks after the event, they will be disposed.

The Griswold Senior Center

777 High Street

Worthington, Ohio 43085

(Signs should be placed at the south end or rear of the center in the fenced area)

Permits will be approved under the following conditions:

1. The sponsoring group is a not-for-profit organization.
2. The location of the activity is in the Worthington area.
3. The sign posted will not be erected more than two (2) weeks before the scheduled date of the event.
4. The City is **NOT** responsible for damages incurred to the sign while erecting, removing or storing the posted sign.
5. Two [2] weeks after the event your sign will be disposed if still at Griswold Center. Please pick them up.

SPECIFICATIONS FOR SIGNS ON THE VILLAGE GREEN

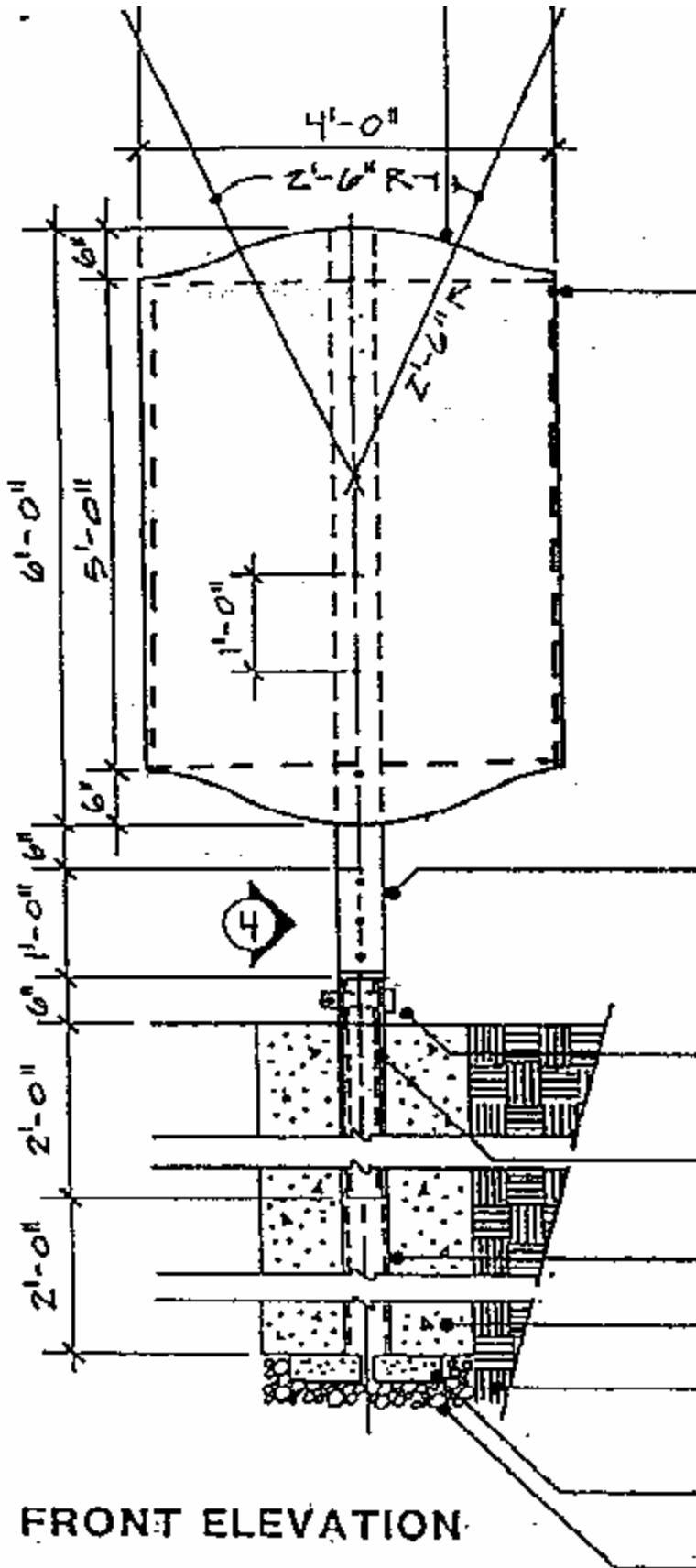
1. Signs will be single faced, four (4) feet wide by five (5) feet high [vertical] on **one-half inch** material. These 4 x 5 foot signs will slide into the pre-made signboard background. No additional materials can be used or added to the sign. Plastic signs must have backing to equal **1/2 "** thickness.
2. Signs will be located only on the signboards provided and installed by the City. (See attachment).
3. Signs will only be posted on the designated signboard background located behind the planting beds at each intersection of the Village Green. The City staff is solely responsible for posting of signs.
4. Sign permits will be granted on a first come, first served basis. In fairness to all groups, duplicated signs are **NO** longer permitted. Please, **1** (one) is the maximum number of signs per event. Concurrent Events from same organization may be bumped for other groups.
5. Any sign can be rejected for structural reasons or inappropriateness.

ATTACHMENTS: (if needed)

1. Permit
2. Sign mounting information

VILLAGE GREEN SIGN SPECIFICATIONS

City of Worthington
 Worthington Parks and Recreation Department
 345 East Wilson Bridge Road
 Worthington, Ohio 43085-2346
 614-436-2743



- Sign 4 feet wide
- Sign 5 feet high [vertical]
- Made of 1/2 inch plywood or plastic core
- Sign to fit inside broken lines (channel).
- Sign will slide into place from the side.
- Sign will be on top of the shaped background.
- 4 inch x 4 inch wood post



FRONT ELEVATION