



Ryan Delk
Safety Service Director

City of Greenville
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**SPECIAL EVENT
TRAFFIC CIRCLE ISLAND SIGN REQUEST**

* Non-Profit Organizations Only **

PLEASE PRINT

ORGANIZATION NAME: _____

ORGANIZATION PHONE NUMBER: _____

CONTACT PERSON: _____

CONTACT PHONE NUMBER: _____

REQUESTED DATE FOR SIGN(S) TO BE ERECTED BY CITY: _____

**Not to be longer than (2) weeks prior to event*

DATE SIGN(S) WILL BE REMOVED: _____

1. There will be no signs erected or placed on the traffic circle or fountain.
2. There is a maximum of (2) signs per organization Signs shall be no larger than 2'x3' in size & be placement ready (already mounted on wires or posts).
3. Sign placement, which will be performed by the City no earlier than (2) weeks prior to the event, will be limited to the Northeast (Circle Mart) and Southwest (Rotary Park) Islands only. This is to ensure everyone's personal safety as there are water and electric lines buried on each island.
4. The Safety/Service Director shall have the right to reject any and all inappropriate requests.
5. It shall be the organization and/or contact person's responsibility to remove all signs at the end of the event.
6. Failure to adhere to these guidelines will result in loss of sign privileges in the future.

APPLICANT'S SIGNATURE

DATE

(For City Use Only Below)

APPROVED: Yes No

SAFETY/SERVICE DIRECTOR SIGNATURE

DATE