



**City of Laurel
Application for Digital Sign Notifications
For Non-Profit Community Groups**

The Mayor and City Council of Laurel are offering the use of the illuminated, digital signs to those organizations that support and provide services to the City, so they can share non-municipal information that enhances the lives of the Laurel Community.

To determine eligibility, please fill out the application below, provide proof of your non-profit status and follow the regulations guiding the use of the digital signs being provided by the City of Laurel. The City of Laurel will notify you of the approval of your request within 48 hours.

Please Print Clearly

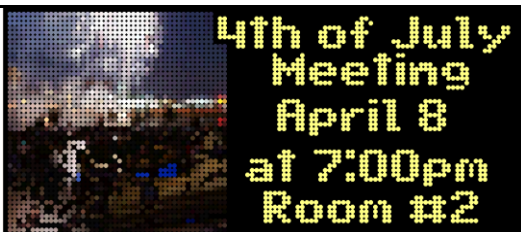
NAME OF GROUP		Date Received:
Contact Person		Date Approved:
Address		Date Last Applied:
City / State / Zip		# of Times Applied:
Primary Phone		
Email		

Content and Graphics.

In the space below, please provide the information you would like displayed for your organization's event. If you have a graphic you would like added, it needs to be provided electronically.

Each organization will be allowed two frames only – see examples below. These frames act as your guide as to how much information we are able to display and how we can exhibit your graphics on the page.

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Policy Governing Use of City of Laurel Digital Signs

The following rules and regulations will be strictly enforced!

1. Use of the illuminated message signs shall be limited to non-profit organizations, schools (public and private), churches and other like organizations with a Laurel address that support and benefit the City. Use by businesses and for-profit organizations and corporations will not be permitted. Other applications will be considered at the discretion of the City of Laurel administration.
2. The user shall provide content and design (see Page 1 images) of the messages to be presented. Messages shall be limited to two frames. Information to be presented must include a telephone number and an email address where additional information can be obtained.
3. Requests shall be made to the City of Laurel, Department of Communications, on the approved application provided for that purpose and in the format so prescribed on the application. Applications shall be submitted no earlier than 30 days prior to the event.
4. If you are applying for the first time to use the digital signs, please provide us a copy of your 501(c)3 certification we can keep on file.
5. Approved messages may be displayed for up to ten (10) consecutive calendar days, up to four (4) times a year per organization.
6. Requests shall not conflict with City use of the illuminated digital message signs.
7. Political, sexual or religious messages and photographs will not be accepted. The City has the right to refuse to put any message or photographs on any or all of the digital signs.
8. The City reserves the right to remove all approved announcements in the event of an emergency.

Any questions should be directed to the Department of Communications during business office hours between 9:00am and 5:00pm, Monday–Friday, at 301-725-5300 ext. 2109. Send application to:

City of Laurel
ATTN: Carreen Koubek
8103 Sandy Spring Road
Laurel, MD 20707
Or email it to ckoubek@laurel.md.us

I have reviewed all the rules and regulations. I understand and agree to abide by all the requirements. I also understand that failure to do so may result in the rejection of my application for use of the City of Laurel digital signs.

Authorized Signer

Date

PLEASE OBEY ALL RULES AND REGULATIONS!
If you have any questions, please feel free to contact:
The City of Laurel
301-725-5300 ext. 2109
ckoubek@laurel.md.us