

VILLAGE OF GLENCOE  
675 Village Court  
Glencoe, Illinois 60022



Village Manager's Office  
Phone: (847) 835-4114  
Fax: (847) 835-1785

### **COMMUNITY SIGN (KIOSK) APPLICATION**

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Dates Requesting Sign to be Posted: \_\_\_\_\_

**EVENT SIGNS:** A sign announcing a community-wide activity or event of a religious, civic or not-for-profit organization may be permitted for display in the community sign kiosk. The sign may be displayed for an initial period of fourteen (14) days prior to the event and extended if space is available.

**COMMUNITY INFORMATION AREA:** The southwest corner of Green Bay Road and Park Avenue, on the corner of the Library property, is designated by the Village to be the community information kiosk area. No more than 3 signs shall be placed at this location at any one time. All signs must be approved by the Village Manager's Office and posted by Village personnel only, subject to the following provisions.

1. Event signs will be displayed as space is available. In the case of multiple requests for the same time period, signs will be rotated to provide a proportionate number of days displayed.
2. Event signs should be 30" wide by 36" high and ½" thick and made of plywood only.
3. The sign should have a white background. ***Please fax or email a mock-up of the proposed sign to the Village Manager's office for final approval.*** The Village maintains the right to reject designs that are determined to be inappropriate.
4. Signs should be delivered to the Village Hall the week prior to the dates the sign is to be displayed. If the sign is not received by that Friday, the Village may assign the reserved space to the next waiting applicant.
5. All signs should be picked up at the Village Hall by Friday of the week they have been removed from display. If not picked up, the sign will be discarded.

Applicant's Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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Office use only:

Bring in sign(s) no later than \_\_\_\_\_

Permit No. \_\_\_\_\_ Approved by \_\_\_\_\_