

**ROCHESTER COMMUNITY CENTER SIGN REQUEST FORM**

Name of Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Date of Posting: \_\_\_\_\_ Spaulding HS Side: \_\_\_\_\_ Lilac Mall Side: \_\_\_\_\_

Non-profit      Tax ID # \_\_\_\_\_      Rochester Based Group:  Yes  No

Notes: \_\_\_\_\_

**SIGN RULES AND REGULATIONS**

- Rochester Recreation & Arena reserves the right to adjust or reject sign schedule and postings
- Priority will be given to the City of Rochester's functions
- Postings will be posted for a maximum of one week – 7 days prior to event
- Sign usage limited to groups renting space or holding an event in the Community Center
- Fee structure is as follows for one side of the road sign:
  - \$10.00 Rochester based non-profit or to benefit a Rochester non-profit
  - \$50.00 All others


\_\_\_\_\_  
**Signature of Responsible Party Using Facility**

\_\_\_\_\_  
**Date**

<b>Office Use Only</b>			
Total Fee: _____			
Date: _____	Deposit Amount: _____	Cash: _____	Check #: _____
Date: _____	Balance Amount: _____	Cash: _____	Check #: _____