



Monument Policies and Procedures

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The monuments around Old Town Sherwood are intended for posting City sponsored and non-profit events in Sherwood, which may include but not limited to organizations that the City partners with or provides in kind services or financial support.

Please contact the Event Coordinator at (503) 625 - 4251.

Posting a City Sponsored Event:

- All City sponsored organizations or partners wishing to post their event must submit a *Monument Request Form* and an example of their poster with the form.
- After the poster has been approved, the Event Coordinator will send a confirmation letter and a map of the assigned designated monuments, either by mail or fax, to the applicant.
- The applicant is to bring the confirmation letter to the city receptionist, sign out a monument key, and sign the key back in once they have posted their event in the designated locations.
- It is the responsibility of the organization posting the event to check out the key and take down the posters the first business day after the event.
- All posters must be approved by the Event Coordinator.
- **Each poster must be at least 18"x 24" (20" x 30" max). Wording must be a minimum of 100 pt. font for the readability of the sign.**
- A poster may not be displayed for longer than two weeks prior to the event.
- Reservations for posting an event may not be made more than 30 days in advance.
- The Event Coordinator will determine how many monuments the organization is allowed based on availability and upcoming events.



Monument Request Form

Today's Date: _____

Applicant Name: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Name & Date of event: _____

Date requesting to post event: _____

Submitted a copy of poster with Request Form: Yes _____ No _____

By signing this form you agree to the policies and procedures as stated in the 'Monument Policies and Procedures' attached to this form. Please maintain a copy of these policies for your records. Applicants will be notified by letter, stating approval of monument use and a map of designated monuments. If you have any questions, please contact the Events and Volunteer Coordinator at 503-625-4251. Application may be mailed, faxed or delivered to:

City of Sherwood
Attn: Event & Volunteer Coordinator
22560 SW Pine Street
Sherwood, OR 97140.
FAX: 503-625-4254

Signature

Date

For City Use Only

Application Received: _____ Application Approved: Y____ N____

Application Approval Sent: _____ Poster Approved: Y____ N____

Poster taken down first business day after event: Y____ N____