



# Village Green Permit to Post Signs

Non-profit groups in the Worthington area can apply to post signs on the Village Green to promote their upcoming activities and to hold special events on the Village Green. Permits will be granted on a first come, first served basis. Please follow the attached sign policies and specifications.

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

Please note that signs are posted for a maximum of 2 weeks. Postings are put up and removed every Monday, time and weather permitting (Tuesday if Monday is a holiday). Signs not picked up 2 weeks after the event may be disposed of by WPRD.

**Requested Posting Date:** Monday, \_\_\_\_\_

**Pick-up Date:** \_\_\_\_\_

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

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

**Applicant:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Phone: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Additional Contact Person:** \_\_\_\_\_

**Phone: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Application is subject to review by the Director of Parks and Recreation and/or the City Manager. You will be notified of final approval by phone, email or mail.

\_\_\_\_\_

**Darren Hurley**

Director, Parks and Recreation

Questions can be directed to  
**Michele Williams at**  
[michele.williams@worthington.org](mailto:michele.williams@worthington.org)

345 E. Wilson Bridge Rd. | Worthington, OH 43085  
Phone: (614) 436-2743 | Fax: (614) 786-7367 | [worthington.org](http://worthington.org)



# Village Green Sign Policies and Specifications

.....

The purpose of this policy is to provide the people of Worthington the opportunity to post public notices of upcoming events and activities in a fair and just manner. Whereas each person has an equal opportunity to post such notices, the City will approve such posting when requests meet the basic requirements of the City.

Permits can be obtained online (in PDF format) at [www.worthington.org](http://www.worthington.org) or at the Community Center customer service desk during regular business hours.

**Worthington Parks and Recreation Department**  
345 East Wilson Bridge Road  
Worthington, Ohio 43085-2346  
614-436-2743

Permits should be submitted at least 3 weeks before the event. Signs are posted for a maximum of 2 weeks.

Signs are posted and removed weekly on Mondays (Tuesdays for Monday holidays). Signs **MUST** be delivered before 7:30 AM on Monday morning, but can be delivered up to 2 weeks prior and must be picked up no later than 2 weeks after the event. The City is **NOT** responsible for damages incurred to the sign while erecting, removing or storing the posted sign. Deliver and pick up signs at the following location (signs should be placed at the south end, or rear of the Center, in the fenced area):

**Griswold Center**  
777 High Street  
Worthington, Ohio 43085

**NOTE:** We are not responsible for signs left 2 weeks after the event- they may be disposed of by WPRD.

This is a **FREE** public service. Permits will be approved under the following conditions:

1. The sponsoring group is a not-for-profit organization.
2. The location of the activity is in the Worthington area.
3. The sign posted will not be erected more than two (2) weeks before the scheduled date of the event.

.....

## Specifications for signs on the Village Green

### Sign Specifications

PLEASE BE AWARE THAT SIGN SPECIFICATIONS HAVE CHANGED AS OF APRIL 25, 2017:

- Signs should be printed single faced, 4 feet wide by 5 feet high (vertical) on 4mm corrugated plastic material. These 4 x 5 foot signs will be placed into the signboard and clipped down. No additional materials can be used or added to the sign.
- City staff is solely responsible for the posting of signs. Patrons may not post/remove their own signs.
- Any sign can be rejected for structural reasons or inappropriateness.
- Signs will be located only on the signboards provided and installed by the City.