



POLICY FOR USE OF PEQUOT LAKES COMMUNITY SIGN

The Pequot Lakes Community Sign located at the Pequot Lakes Chamber office will be used to promote the following events:

1. Local community activities, programs, and events which benefit the City of Pequot Lakes and surrounding communities. Community events in Pequot Lakes will have priority.
2. The Community Sign will not be used to promote or advertise events for individual businesses.
3. The Community Sign will not be used to promote fundraisers for individuals.

TO POST A MESSAGE:

1. Complete a "Request to Post Message" form and submit to the City of Pequot Lakes. Forms are available at City Hall and on the City of Pequot Lakes website at www.pequotlakes-mn.gov.
2. Message posting requests must be received by Thursday. Postings received by Thursday will be posted on the following Monday.
3. Questions – Contact City Hall at 218-568-5222 or send an e-mail to cityhall@pequotlakes-mn.gov.



Pequot Lakes Community Sign

1. Contact Information

Name: _____

Address: _____

Phone and E-Mail: _____

2. Organization: _____

3. Name of Event: _____

4. Date and Time of Event: _____

5. Location of Event: _____

6. Explanation of Event: _____

For Staff Use:

1. Post on the following date: _____

2. Remove on the following date: _____

Event Posted: _____ (Date and initial)

Event Removed: _____ (Date and initial)