



REQUEST TO PLACE A SIGN
AT A DISTRICT PARK ENTRANCE



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

Daytime Contact Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

Date of Event: \_\_\_\_\_ Name and type of event being promoted (please describe):

Dates of Requested Posting: (14 days max from the first date): \_\_\_\_\_ through \_\_\_\_\_

Requests will be assigned for available dates during your time frame if your requested dates are not available

Sign Size 4' x 8': \_\_\_\_\_ Proof of non-profit status: \_\_\_\_\_ Attached \_\_\_\_\_ On file

Park(s) Requested:

- checkbox Dunkirk District Park checkbox Hallowing Point Park
checkbox Cove Point Park checkbox Ward Farm Recreation and Nature Park

I attest that I have read and understand the regulations regarding the placement of signage at the entrance to checkbox DDP, checkbox HPP, checkbox CPP checkbox WFRNP. I understand that I am responsible for the erection and removal of the sign on the approved dates. Further, I understand that failure to remove the sign as stipulated in the regulations will result in my organization being prohibited from placing signs at the park for a period of 18 months.

Signature

Date Submitted

For office use only

Approved Denied Reason for Denial: \_\_\_\_\_

Park: \_\_\_\_\_ Sign#: \_\_\_\_\_ Park: \_\_\_\_\_ Sign#: \_\_\_\_\_

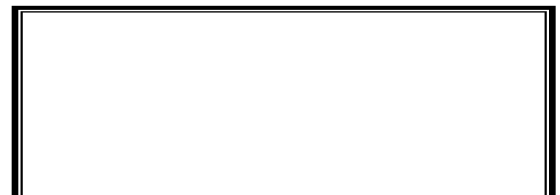
Park: \_\_\_\_\_ Sign#: \_\_\_\_\_ Park: \_\_\_\_\_ Sign#: \_\_\_\_\_

Date sign to be erected: \_\_\_\_\_ End date: \_\_\_\_\_

Date sign to be removed: \_\_\_\_\_

Shannon Q. Nazzal
Director

Date





## RULES REGULATING SIGNAGE



- 1) Only Calvert County based non-profit agencies are permitted to post signs. Letter of determination of non-profit status issued by Internal Revenue Service.
- 2) The permanent placement of signs is prohibited.
- 3) Posting of approved signage is limited to 14 days, per event, per calendar year.
- 4) Signage must be removed by the organization within 24 hours after the event or 24 hours after the approved end date.
- 5) Signs that are not removed by the deadline will be removed by park staff and disposed of. That organization will forfeit its privilege of posting signs for a period of 18 months.
- 6) Organizations wishing to post signs must submit a completed request form to Parks and Recreation. By email to [parcsandrecreation@calvertcountymd.gov](mailto:parcsandrecreation@calvertcountymd.gov). Mailing Address: Calvert County Parks & Recreation, 175 Main Street, Prince Frederick, MD 20678. Fax number: 410-535-2233. Forms may be obtained by calling the Parks and Recreation Main office at 410-535-1600 ext. 2225. Forms will also be available for pickup at the community centers or may be obtained online at <https://www.calvertcountymd.gov/862/Park-Sign-Request>
- 7) Request for placement of signs may not be scheduled earlier than 3 months before the date of the event.
- 8) Size of signs: Only 4' X 8' signs are permitted.
- 9) Number of signs: There is a limit of five (5) 4' X 8' signs.
- 10) Placement of signs: The 4' X 8' signs must be placed on one of the five sign frames that are provided on site.
- 11) Approved signs will be issued a sticker that must be displayed on the front of the sign.
- 12) Signage that displays alcohol or tobacco branding is prohibited.

Approved 09/11/2007  
Board of County Commissioners  
Revised 1/30/2020  
Revised 4/6/2021