



**CITY OF BERKLEY, MICHIGAN
12 MILE RD. COMMUNITY MARQUEE REQUEST FORM**

MARQUEE FEE: \$25 PER ANNOUCEMENT DUE UPON APPROVAL

ORGANIZATION: _____

PROGRAM OR EVENT: _____

NAME: _____ ADDRESS: _____

CITY: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

DESIRED DATES FOR POSTING ANNOUCEMENT ON MARQUEE: _____

****Monday to Monday, one week maximum posting availability only****

*A maximum of three lines is allotted for the announcement. Seventeen characters per line. SPACES count as a character. **Personal and/or business related messages of any nature are not permitted.***

We/I understand that the Berkley Parks and Recreation Department reserves the right to edit any announcement it deems necessary. Maximum time allocated for the message will be 7 days. The marquee fee of \$25 is due at time of approval. This fee can be paid via cash, check or credit card. Checks can be made out to the City of Berkley. All fees go toward maintaining the marquee.

Signature: _____

Date: _____