

**VILLAGE OF JOHNSBURG
COMMUNITY ANNOUNCEMENT REQUEST FORM**

Name: _____ Organization: _____

Signature: _____

Home/Work Phone#: _____

Address: _____
Street City

Date Submitted: _____ Start Date: _____ End Date: _____

**Please print clearly. All sections of this form must be completed.
Type or print one (1) character per box, limit twelve (9) characters across per 3
lines per block, two (2) block limit, do not wrap letters around to the next line; Put
one space in between words.**

All requests must be received in this office one week prior to desired date. Your announcements can run for two weeks unless otherwise stated. You may extend your run date by submitting a new form, but no more than 2 requests per event will be permitted.

Please note that announcements are only for non-profit organization and community events.

The Village of Johnsburg has the right to change, edit or return the message request if you fail to properly complete the form. The community sign will be used only for posting announcements of a general nature which describes a community event of public interest to a substantial number of persons in the community. **No commercial advertisements, any meetings of any kind or website addresses will be posted.**

Please contact the Johnsburg Village Hall regarding any additional information or questions, (815) -385-6023

****If you would like this message on our website please email all the details To
ckoch@johnsburg.org and Cc... vlamontagna@johnsburg.org;
bkijak@johnsburg.org****

(Same guidelines and rules apply as stated above)

Office Use Only Received By: _____ Village of Johnsburg
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COMMUNITY SIGN POLICY AND POSTINGS AT THE VILLAGE HALL

Community Sign Policy- As stated before, the Community sign will only be used for posting announcements of a general nature. It will be used to announce community events of public interest to a substantial number of people in the community. Under no circumstances will announcements that are of a personal nature be posted, nor will anything pertaining to commercial advertisements or monthly meetings be posted.

The Village of Johnsburg has the right to change, edit or return a request for improperly completing the request form if such person cannot be reached by phone.

Village Hall Policy- No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the Village Hall for distribution without permission from the village.

No outside organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of candidate for public office or which advocates an affirmative or negative vote, for or against any proposition, whether political or otherwise.

Exhibit areas are provided within the village hall. Such areas are subject to the above criteria and are assigned on a first come basis, depending on space requirements of the exhibit. Arrangements for any displays should be made in advance to the village hall. The Village Hall assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Village Hall are done so at the owner's risk. The display release form must be signed by the individual or organization and the village.