



Electronic Sign Request

Central Business Office
923 8th Street
Boone, IA 50036
(515) 432-4211

GUIDELINES:

- 1) Non-profit organizations only. Please attach a copy of your 501C(3) form to your request.
- 2) Organizations that can not supply a 501(C)3 may request permission from the Council to post a message on the sign. Form must be filled out at least 3 weeks prior to posting date.
- 3) Requests must be typed and payment must be made at the time of submitting your request.
- 4) No messages promoting a commercial business, political candidate or position on a public referendum.
- 5) Generally, organizations will be limited to 4 messages per year. Exceptions will be made for the City of Boone and Boone Area Chamber.
- 6) County events such as: Ogden Fun Days or Pufferbilly Days may be placed on the board.
- 7) Messages will be posted by 5:00 P.M. the following business day after request and payment has been received unless Council has approved if needed.

CONTACT INFORMATION:

Organization:

Contact Person:

E-mail:

Phone Number:

MESSAGE INFORMATION:

Start Date End Date: (Max 14 days)

Number of Days: Amount Due: (\$2.00 per day)

Payment must be cash, check, or money order

Message (Max 20 Words - City reserves the right to modify messages):

OFFICE USE ONLY:

Date Received: Received by:

Entered Date: Entered By:

Delete Date: Deleted By:

Council: Approved Declined Date: _____