

## Guidelines for Placing Yard Signs on GVSD Property

The Great Valley School District is pleased to support the efforts of community organizations looking to advertise upcoming events. Each of the school locations, along with the District Office, has a “sign garden” in which community organizations may place their yard sign. The “sign garden” is a mulched area on the school property close to the road. Yard signs are not permitted on grassy areas of the school property.

The District must approve all signs in advance. There is a fee to place a sign. This fee covers the maintenance costs associated with the “sign garden” at each location. Signs placed without approval/payment will be removed and discarded.

- Non-profit fee: \$5 per month, per sign, per location\*
- For-profit fee: \$25 per month, per sign, per location\*

\*Note that the month-long period will go from a date in one month to the same date in the next month (i.e.: September 15-October 15). In the event that an expiration date falls on a weekend, the sign will be removed the next workday.

The District asks that organizations please follow these guidelines:

1. All signs must be staked yard signs and may not exceed 3' x 2'. Signs exceeding these dimensions will not be approved.
2. Content of signs must not be offensive, or of an adult or political nature. Approval is at the discretion of the Great Valley School District.
3. The District must approve all signs before they are placed in the “sign garden.” To obtain approval, please drop off a sample sign to the District Office between the hours of 8 a.m. and 3:30 p.m., Monday through Thursday. Please use the attached form to request approval of your sign.
4. Payment is due at the same time the request for approval is made. No sign will be considered unless payment (check payable to Great Valley School District) is received.
5. Signs are reviewed one time every week (Fridays). Please keep that in mind when planning advertising. Once the sign is approved, you will be contacted to pick up your sign’s “Approval Sticker.” This sticker must be placed on the back of any sign placed in any sign garden within the Great Valley School District. Signs placed without the sticker will be removed immediately and discarded.
6. The organization will be responsible for placing its sign in the desired sign garden(s). The Great Valley School District will not place signs for organizations. Signs left at District Office for more than 10 days after approval is given will be discarded.
7. The Great Valley School District will remove signs from the sign garden(s) once the paid time has expired. Organizations who would like to preserve their sign(s) for future use must remove them from the sign garden(s) at least two days before the expiration date. We will not hold signs for pickup at a later time.
8. When placing an approved sign in the sign garden, please do not relocate any of the existing signs. Organizations are asked to place their sign only in space that is currently open. Please be courteous when placing your sign. Avoid placing your sign in a way that blocks the messages of signs already placed in the sign garden.

# GVSD Request for Yard Sign Approval

Date: \_\_\_\_\_

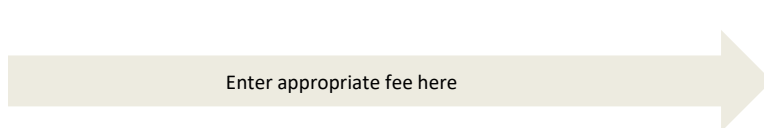
Name of Person Requesting Approval: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Represented: \_\_\_\_\_

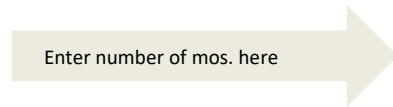
My organization is:

Non-profit (\$5 per month)

Enter appropriate fee here 

For-profit (\$25 per month)

I am requesting that my sign be placed for \_\_\_\_\_ months.

Enter number of mos. here 

X

I will place my approved sign at:

District Office

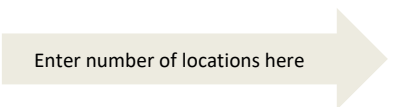
Sugartown ES

General Wayne ES

KD Markley ES

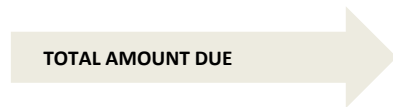
Charlestown ES

Great Valley MS

Enter number of locations here 

X

Great Valley HS

TOTAL AMOUNT DUE 

Attached is my check, payable to Great Valley School District. I understand that the District will notify me when my sign is approved and that I am responsible for pick-up and placement in sign garden(s). Signs left at District Office for 10 days after approval is given will be discarded and my application fee will not be returned. I also understand that the District will not store an expired sign. I will plan to remove my sign from the sign garden at least two days prior to the expiration date for future use.

Signature of Applicant: \_\_\_\_\_

**ADMIN USE ONLY:**

Date Received: \_\_\_\_\_ Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Date of Approval/Notification: \_\_\_\_\_ via:  Answered Phone Call  Left Voicemail  Email