

# Sussex Community Center

## Parks, Recreation & Senior Programming

W240N5765 Maple Ave., Sussex WI 53089  
262-246-6447 Office      262-246-6337 Fax

The Village of Sussex has a highly visible, electronic sign located at the entrance of the Sussex Village Park on Weaver Drive and Main Street.

The sign is available for public announcements, on a first-come, first-serve basis based on the priority system and policy set forth by the Village of Sussex. Numerous announcements may be displayed at one time and there is no charge for the announcement(s). Messages will only be allowed on the sign a maximum of four weeks prior to the event. This is dependent on the number of requests and is at the discretion of the Village of Sussex Village Administrator on recommendation of the Director of Recreational Services.

The Village of Sussex reserves the right to announce or not announce, edit and limit the length of announcement should it be necessary. The content of the message should be limited to include the following: date, time, name of event/program, location, cost and reason.

Please return this completed reservation form to the Sussex Community Center at least seventy-two (72) hours prior to the requested announcement date. If you have any questions, please contact the Community Center as listed above.

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Organization/Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Announcements will be allowed on the sign up to 4 weeks prior to the event dependent on the number of submitted requests.

Beginning Date Requested: \_\_\_\_\_

Ending Date Requested: \_\_\_\_\_

***The sign has 3 lines and up to 15 characters on each line (including spaces & punctuation).***


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

\_\_\_\_\_  
Date

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*For Community Center Office Use Only*

Date Form Received \_\_\_/\_\_\_/\_\_\_\_

Date Form Approved for Announcement \_\_\_/\_\_\_/\_\_\_\_