

## REQUEST FOR USE OF COURTHOUSE SQUARE

<b>NAME:</b>	
<b>ORGANIZATION:</b>	
<b>INDICATE BELOW THE BEST WAY TO CONTACT YOU:</b>	
<b>PHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>E-MAIL ADDRESS:</b>	

<b>DATE OF EVENT:</b>	
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<b>NAME OF EVENT:</b>	
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<b>EVENT DESCRIPTION:</b>

<b>ITEMS REQUESTED:</b>
<input type="checkbox"/> Banner Placement (see below) <input type="checkbox"/> Power <input type="checkbox"/> Courthouse Steps
<input type="checkbox"/> Other, please explain:

<b>BANNER REQUEST:</b>	
<b>Size of Banner:</b>	
<small>_____ (initial) Orleans County will NOT be held responsible for loss or damage to your banner once hung by Orleans County DPW. Once removed by Orleans County DPW, it is your responsibility to pick up your banner at our DPW Facility. The requester assumes all liability for any loss or damage to said banner at any time.</small>	
<b>Two week time frame requested:</b>	____/____/____ to ____/____/____

Return to: [lisa.stenshorn@orleanscountyny.gov](mailto:lisa.stenshorn@orleanscountyny.gov) or mail to: 14016 Route 31W, Ste. 201, Albion, NY 14411

<b>FOR LEGISLATURE OFFICE USE:</b>	
<b>Date of Legislative approval:</b>	
<b>Dates approved for:</b>	____/____/____ to ____/____/____
<b>Date forwarded to Highway/B&amp;G Department:</b>	
<b>Date notified applicant:</b>	