Borough of Glen Rock

Department of Parks and Recreation

Cash	Check	Ticket #	Date

Borough of Glen Rock's Electronic Sign

Reservation

Please note: A rental fee of $25.00 (Cash or check made out to the Borough of Glen Rock) per week will be associated with each reservation.

- All electronic messages will be programmed by the Borough of Glen Rock to run on a 24 hour continuous loop which will start on the desired date and run for exactly one week. Reservations may be eligible to run a second week, if vacancy is available and an additional $25 is paid. ***Payment must be received in full prior to print.***
- The Borough of Glen Rock reserves the right to revise or edit the Electronic Message Sign Schedule at any given time. In the event the Borough of Glen Rock declares an emergency, the Borough may remove any & all second party messages from the Electronic Message Sign without notice. In this event, refunds or additional run time on the sign will be determined based on the amount of days in which their message was visible on the Sign.
- Organizations are only allowed to request an electronic message if said message is used to advertise an activity or event which is open to the public at large and is properly insured. In addition, use of the Electronic Sign to promote for-profit events is strictly limited to those raising funds for non-profit organizations.

Organization's Contact Information (please print)

Organization's Name _____

Contact Person's Name (Last, First) _____ Home/ Office Phone Number _____

Email Address _____ Cell Phone Number _____

Address (Street, City, State, Zip) _____

Message Reservation

Please print the requested message below, allowing ONE individual character per box (including spaces & punctuations). Below is an estimated amount of characters (25 x 3) the Electronic Sign is capable of displaying. The total amount of characters will change depending on the font and font size. If necessary please abbreviate message to fit within the table.

Left Middle Right

All electronic messages will for one week starting on the date indicated week. A second week may be added. The Electronic Message Sign Schedule's availability is based on a first-come, first-served principle. Please submit a week prior to your start date to insure it can be scheduled.

Week 1 (preferred): _____ Week 2 (optional): _____

Please return forms and Payments to
Dept. of Recreation 1 Harding Plaza, Glen Rock, NJ 07452
For more information contact Thomas DeSiervo –
tdesiervo@glenrocknj.net or call 201-670-3951