



**CITY OF SHELTON**  
**PUBLIC MESSAGE BOARD APPLICATION AND AGREEMENT**  
525 West Cota Street, Shelton, WA 98584  
(360) 426-9731 - Office (360) 426-7746 - FAX

**APPLICATION MUST BE MADE A MINIMUM OF FIVE BUSINESS DAYS PRIOR TO  
PLACEMENT**

Date of Application: \_\_\_\_\_

SPONSORING AGENCY

Sponsor: \_\_\_\_\_

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

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

NAME OF EVENT (DESCRIPTION OF EVENT/TYPE): \_\_\_\_\_

MESSAGE FOR DISPLAY (please forward electronic version to mary.ricker@sheltonwa.gov):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Requested of message dates:

From: \_\_\_\_\_ To: \_\_\_\_\_

**(Note: Message display duration restricted to 30 days only. Placement/removal shall only occur on a weekday.)**

APPROVAL OR DISAPPROVAL

Approve  Disapprove

Office use:  
Receipt# \_\_\_\_\_  
  
Paid by \_\_\_\_\_

\_\_\_\_\_  
Community & Economic Development

\_\_\_\_\_  
Date

**SPECIAL ACKNOWLEDGEMENT, RELEASE AND AGREEMENT  
OF INDEMNITY FOR PUBLIC MESSAGE BOARD CONTENT**

I/we understand that Public Message Board content cannot contain any form of commercial advertising, political, religious content and/or solicitation. Any deviation once the permit is approved must be resubmitted for review and approval by the City of Shelton.

With full knowledge of these matters, the undersigned, as sponsor, hereby releases, indemnifies and holds harmless the City of Shelton, Washington, its officers, employees and agents, from and against any and all claims for damage to person, including death, or property of whatever nature arising out of, or in any connected for the aforementioned event, including injury or death to such participant.

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

Name of Sponsor: \_\_\_\_\_

Address of Sponsor: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_