



Recreation & Leisure Services Division
 Bus: (613) 546-4291 Ext: 1800 Fax: (613) 384-3055
facilitybooking@cityofkingston.ca

SIGN REQUEST FORM – Cataraqui Community Centre

(for use by non-profit groups/organizations only)

Please complete the information below and submit for review of sign availability. Staff will be in touch with you to confirm the sign placement. Maximum length of posting is one week, unless there are no other requests.

NAME OF ORGANIZATION:

--

CONTACT NAME:

--

PHONE:

Business:	() -	Residence:	() -
------------------	-------	-------------------	-------

R	e	q	u	e	s	t	e	d	M	e	s	s	a	g	e
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Fill in spaces below as outlined above, noting spaces and punctuation.

(max 20 characters per line -4 lines for Cataraqui Community Centre)

EVENTS DATES:

Start Date:		End Date:	
--------------------	--	------------------	--