

CITY OF GRDENA
Recreation and Human Services Department
1670 West 162nd Street, Gardena 90247

MARQUEE RESERVATION REQUEST

1. FACILITY: FUKAI PARK _____ ROWLEY PARK: _____

2. NAME OF ORGANIZATION _____ Youth _____ Adult _____

3. OFFICERS or INDIVIDUAL (Include: Name, Address, Apartment#, Zip, Phone Number)

A. _____

B. _____

C. _____

4. TYPE OF ANNOUNCEMENT (Explain Briefly) _____

5. ANNOUNCEMENT WITH EXACT INFORMATION (Please keep in mind marquee contains five (5) lines, with 24 letters per line, including spaces between words.)

6. DATES REQUESTED: (Month, Day, Year) Please fill in exact dates

JAN _____ APR _____ JUL _____ OCT _____

FEB _____ MAY _____ AUG _____ NOV _____

MAR _____ JUN _____ SEP _____ DEC _____

7. RESERVATION WILL EXPIRE ON _____

8. REQUESTER, NOTE: In signing this Reservation Request I agree to accept all stipulation in the General Operation Policy on the reverse side, especially #

9. PLEASE PRINT BELOW INFORMATION LEGIBLITY

Name _____ Date _____

Address _____ Apt _____

City _____ Zip _____

Phone (day) _____ (evening) _____

FOR OFFICE USE ONLY

COMMENTS _____

Date Approved _____ Recreation Coordinator _____

Recreation Services Manager _____ Recreation & HSD Director _____

GENERAL POLICY OF OPERATION FOR THE CITY OF GARDENA MARQUEES

1. The City of Gardena Marquees are to be used to announce City, parks, community, programs and events. They will be utilized to publicize community groups or sponsors only in the event of Community meetings that are open to the public, and whenever space is available.
2. The primary purpose of the marquees is to give program information to persons who frequent City facilities or those in the vicinity of Gardena who may wish to participate or inform others of upcoming City or community events.
3. Marquees shall be available to any group in Gardena or the vicinity who conduct activities contributing to the best recreational, social, cultural, civic and educational interests of the citizens of Gardena, and are open to the general public.
4. Reservations for the use of the City marquees by Community organizations announcing public events, shall be granted with preference order as follows, and subject to change or cancellation at any time marquee is needed for City-sponsored functions.
 - A. City Sponsored or Co-Sponsored
 - B. Parallel, School, Civic Groups
5. If two groups have the same priority, preference will be given in consecutive order according to time and date marquee reservation request is received in the Recreation Operations Division Administrator's Office.
6. The Recreation Division reserves the right to edit, change, cancel or refuse any announcements.
7. Gardena based organizations wishing to announce a Community event or program may do so by following the reservation procedure and filling out in full the city of Gardena Marquee Reservation Request Form. (See other side.)
8. Announcements will be limited to a time span of two weeks, or less, unless special approval is granted by the Recreation Operations Division Administrator.