



## Electronic Community Information Sign Request for Use

The Town of Moraga **Electronic Community Information Sign** is located across from the Moraga Commons Park on Moraga Road. Messages are posted on the marquee for one week and are changed weekly, typically on Friday. A maximum of 6 messages will be rotating on the sign.

<b>WEEKLY RATE</b>	<b>\$100</b>
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*Urgent Town business, as determined by the Parks and Recreation Director and/or her/his designee takes precedence over any previously scheduled requests. In the event your posting is removed for urgent Town business and was posted less than 72 hours, a full refund will be issued.*

Organization/Applicant \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ Email \_\_\_\_\_

Phone # \_\_\_\_\_ Message Date \_\_\_\_\_

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Location of Event \_\_\_\_\_

Website \_\_\_\_\_  Check if you want website as fourth line

There are three lines with 18 spaces each. Please abbreviate when possible and make sure your message fits into the spaces provided. Town Staff reserves the right to change the message and style for maximum readability.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Submit completed form and payment to:

**Attn: Recreation Coordinator**

2100 Donald Drive, Moraga, CA 94556

Phone: 925-888-7045 | Fax: 925-376-2034

Email: [recdesk@moraga.ca.us](mailto:recdesk@moraga.ca.us)

Fees are adopted by the Moraga Town Council and subject to yearly review.