



Village of Clarendon Hills

1 North Prospect Avenue
Clarendon Hills, Illinois 60514-1292
www.clarendonhills.us

Phone (630) 286-5400
Fax (630) 286-5409
Admin@clarendonhills.us

USE OF THE J. KENNETH SLOAN MEMORIAL SIGN

Organizations wishing to place a banner in the triangle must complete the sign-up sheet on the lower portion of this document. Please contact Cheryl Pierce at (630) 286-5401 if you have any questions. The Village maintains a list of when the sign is available. The sign is reserved on a first come, first serve basis. However, the Village reserves the right to change the dates banners will be displayed and the side banners are displayed on. After you have reserved a time slot you must drop off your sign at the Village Hall at least two days before it is due to go up.

The banner must be made of either vinyl or canvas with grommet holes placed in the four corners of the banner so that it can be connected to the brackets on the existing sign. The brackets on the existing sign are spaced 101” wide (side to side) and 49.5” high (top to bottom) Please make sure that your sign is large enough so the brackets can be easily reached.

The Village will remove your sign when your time period has expired. The sign may be picked up at the Village Hall. Signs left longer than fourteen (14) days will be disposed of.

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(ORGANIZATION)

(EVENT)

(Dates sign is to be displayed — 2-week max.)

North Side South Side
(Please circle one)

(Contact Person)

(Phone Number)

Please Return to:

**Cheryl Pierce — Administrative Assistant
Village of Clarendon Hills
1 N Prospect Ave
Clarendon Hills, IL 60514
Fax: (630) 286-5409**