

# FACILITY RENTALS & COMMUNITY SIGNBOARDS



The city manages two community signboards on Highway 305. Organizations may reserve the space to advertise their special events and activities.

There are three parks with facilities available to rent: The Austin-Kvelstad Pavilion at Muriel Iverson Williams Park, and the Raab Park and Nelson Park Picnic Shelters.

**ALL PARK RESERVATIONS ARE SUBJECT TO THE MOST CURRENT COVID GUIDELINES AND MAY BE CANCELLED WITH SHORT NOTICE.**

**Sign Reservations:** \$45\* per week. One week maximum per event.

**Park Facility Reservations:** \$40\* for the first 2 hours; \$10 for each additional hour for social events.

\*A discount is available for events held in the city for sign reservations and for Poulsbo city residents for park facilities.

For applications, visit <https://cityofpoulsbo.com/parks-rec-facilities/>.

**CALL 360.779.9898 FOR MORE INFORMATION.**

# City of Poulsbo



## COMMUNITY SIGN BOARD APPLICATION

1. One week rental **per event** with a maximum of 3 events **per organization** per year.
2. All signs must be painted on both sides; banners are not allowed.
3. Reservations run one week. Installation after 3 pm on your first Sunday; removal before 2 pm on the next Sunday.
4. Commercial advertising is not allowed per PMC 18.64.020.26.
5. Fee: **\$45 per week for events outside the Poulsbo City limits**; \$25 per week for events located inside the Poulsbo City limits. (Resolution # 2014 -08)

Name of Event: \_\_\_\_\_

Describe Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ UBI # (Non-Profits): \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Sign Location: ( \_\_\_\_\_ ) Highway 305 sign north of Hostmark St.  
Size: 8 ' high x 12' wide. 1/2" to 5/8" thickness, 3 plywood panels.  
( \_\_\_\_\_ ) Highway 305 sign between Bond Rd. and Viking Ave.  
Size: 8 ' high x 12' wide. 1/2" thickness, 3 plywood panels.

Dates Requested: \_\_\_\_\_

*I understand and agree to adhere to city sign rental policies. I understand that we / I are responsible for making arrangements to create, install and remove the sign within the approved week. Sign application fees are non refundable.*

WAIVER OF LIABILITY: ALL participants or guardians are requested to sign the following release. I/We assume all risks and hazards incidental to such participation including transportation to & from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Poulsbo employees, agents, officials and volunteers, for any claim arising out of any injury to myself or my/our child. STANDARDS OF BEHAVIOR: The City will not tolerate harassment of any kind that is made by employees or patrons towards employees or patrons. Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another person. If a participant does not agree with the decision, an appeal to the Mayor is the final option.

\_\_\_\_\_  
*Parks and Recreation Approval*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

Amount Paid / Date Received:  
\_\_\_\_\_

Receipt #: \_\_\_\_\_

Received by: \_\_\_\_\_

***Please return to:***

Poulsbo Parks and Recreation

Mailing: 200 NE Moe St.

Physical: 19540 Front Street

Poulsbo, WA 98370

360-779-9898

[parksrec@cityofpoulsbo.com](mailto:parksrec@cityofpoulsbo.com)