

**MARQUE SIGN USAGE
OUR LADY OF LOURDES PARISH**

*Written request to parish office by May 10 for annual events and 30 days in advance of the date for all others. Thank you.

- Name of EVENT _____ Location _____ Time _____
- Use GRID below-NOTE LIMIT of twenty (20) spaces per line.

GIDELINES for use:

1. Use of both sides limited to Parish Festival, St. Benedict School Open House and Reverse Raffle.
2. School events on west side/Parish events on east side.
3. Use is limited to Our Lady of Lourdes Groups ONLY-no outside groups or personal messages.
4. Order of priority for deciding use in case of several requests.
 - Events open to the general public.
 - Organization events open to the entire parish, school, parish wide group (in that order).
 - Parish or School image building.
 - On-going events (such as BINGO).
5. Most messages will remain up for two weeks unless others are scheduled.
6. Notice of cancellation of events must be given to parish secretary as early as possible.

*Name of person submitting request: _____ # _____

*Organization: _____ Date submitted: _____

OFFICE USE ONLY

Date received: _____

Approved: _____

Comments: