

LOBBY DISPLAY APPLICATION

The purpose of the lobby displays is to increase public awareness of community, educational and cultural groups and activities in the City of San Diego.

Any secular, non-profit group or organization requesting to use the area for this purpose should contact the Office of the City Clerk, Elections & Information Services Division at (619)236-5555. A Request for Lobby Display Application should be completed and returned for approval and scheduling to cityclerk@sandiego.gov.

The display must be ADA compliant. The display space is available for up to two weeks. Requests must be made at least two weeks prior to the display date.

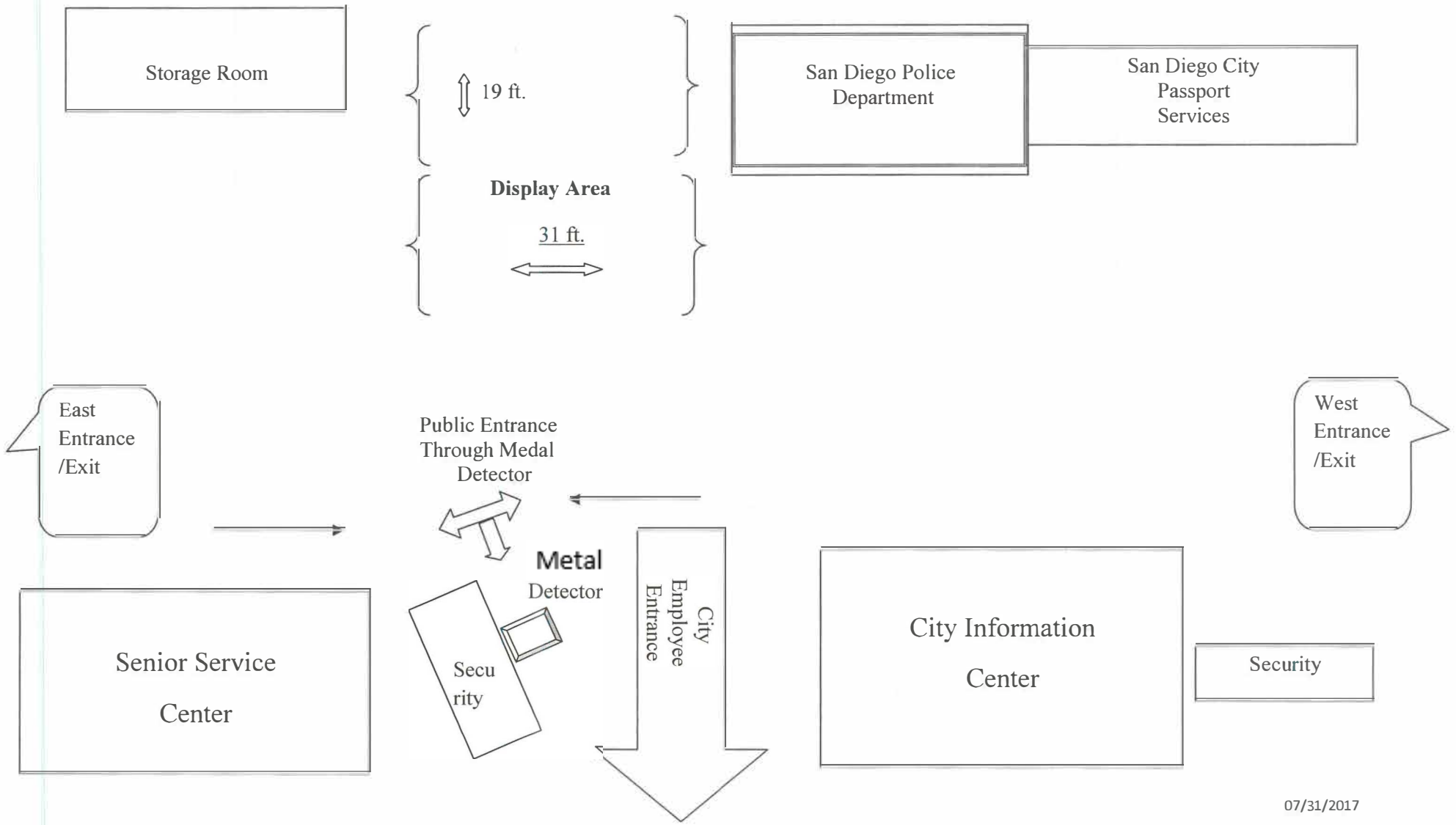
NOTE: Your display must be removed on or before the date confirmed on the Request Application; Failure to do so may result in your organizations loss of its privileges for any future free public awareness opportunities. Any displayed materials left behind will be disposed of. Event attendance should be limited to 30 individuals at any given time.

Display material should be ready to mount and have the prior approval of the Office of the City Clerk. Only push pins may be used to mount items on these boards (no screws, nails or tape). You must furnish all of your own materials. Ten display boards, 3' x 5' (2 sides each) are available for use. Limited number of tables and chairs may be reserved through Senior Citizens Services (619)236-6905. Pictures and displays must be mounted only on the display boards. Price tags on displayed items are not accepted, but typed names and phone numbers may be affixed to items.

Display area is limited to a space of 31ft. across the lobby area by 19ft. in depth. The space is visibly marked on the floor. All display related material must stay within the designated display area. Otherwise, the materials will need to be removed.

City staff will not assist with any setup of displays nor will be able to respond to display related inquires.

The City of San Diego is not responsible for damage to or theft of displayed items.



THE CITY OF SAN DIEGO

Office of the City Clerk

REQUEST FOR LOBBY DISPLAY

Date Received: _____

Start Date: _____

End Date: _____

Petitioner Name: _____ Title: _____

Phone: _____ Email: _____

Non-Profit Organization Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Display Title: _____

Number of items to display: _____

Will there be any social events? _____ If "YES", please briefly explain the event below:

Please initial each of the following after you have read them:

____ City staff is not available to assist before or during the display dates

____ Items displayed should be placed within the delimited area marked on the lobby floor

____ Display should be ADA compliant

____ The City is not responsible for damage to or theft of displayed items

____ Changes to the approved request must be communicated to the Office of the City Clerk,

Elections & Information Services Division at (619) 236-5555 and may be subject to the

approval process before they can be implemented

Additional information for use by City of San Diego department submitting the request

Department: _____ Division: _____

Appointing Authority Name: _____ Signature _____

Remarks: _____

Approved By: _____ Date: _____

Revised 07/31/2017

Please return request via e-mail to cityclerk@sandiego.gov or

in person to Office of the City Clerk, 202 C Street San Diego, CA 92101