

BUILDING USE / SIGNS & POSTERS

BUILDING USE:

1. If you need to use any Orchard Park Central School District building or any of the grounds for activities or a function of any kind, you must fill out an Activity Permit Request form.
2. The Activity Permit Request form may be found online on the high school website in the Student Activities section.
3. Fill out the form completely online and turn it in to the Community Education Administrative Assistant.

SIGNS AND POSTER USAGE:

Clubs, classes, and athletic teams are encouraged to use signs and posters for promotional purposes and post them properly around the high school. The utilization and posting of signs and posters is a great way to supplement communication (See page 3, section 4) for the promotion of upcoming events, activities, and contests.

1. All signs and posters must adhere to the following specifications in order to be approved by the Sub-Cabinet Coordinator:
 - a. Who? Who or what group is sponsoring the event?
 - b. What? What is the event?
 - c. Date(s)? What is/are the date or dates? Include deadlines if needed.
 - d. Time(s)? Beginning and end times.
 - e. Location? Where is the location of the event? Did you submit an Activity Permit Request form if you are using OPCSD buildings and/or grounds?
 - f. Contact person? Who does someone go to with any questions concerning the event?

Use of proper spelling and grammar is imperative.

2. A maximum of 20 signs promoting the same event may be used. **DO NOT MAKE 20 PHOTOCOPIES OF THE SAME SIGN AND TURN IT IN FOR APPROVAL.** Simply submit one copy then turn it in to the front desk at the Baker entrance for approval. Once your sign has been stamped for approval you may make 19 more copies.
3. Allow for a minimum of one (1) school day turnaround time for sign/poster approval.
4. Signs should never be posted on painted surfaces (walls or lockers), exit signs, or covering areas that would cause a safety concern.
5. All signs must be taken down at the conclusion of the event.
6. Administrators, the Director of Student Activities, and the Sub-Cabinet Coordinator reserve the right to take any and all signs down that do not have the aforementioned approval stamp or are posted on prohibited surfaces.