



Prince of Peace Electronic Communication Sign Request of Use Form

Date requested: _____

Date needed by: _____

Requested by: _____

POP Committee: _____

Phone: _____ Email: _____

Prince of Peace must adhere to the City of Westlake regulations for electronic signage for business/non-profit entities. The POP electronic sign is to be used as an integral communication device for those outside our congregation to be informed about what is taking place at POP and our outside involvements such as service opportunities, non-profits, and events. Therefore commercial ads are not permitted. The process of approval will be completed by the pastor, the operations director, and a council liaison. The message design will be completed by a designated member of POP with the aid of our office staff. A minimum of two weeks will be needed for processing. Please include the number of times per week your requests will be needed and a starting date. It will probably be more frequent as the event approaches. Ultimately the display schedule will be selected by the office staff or approved POP member as needed.

Request Details:

Approved: _____

Not Approved: _____