

Lake Royale POA Policy and Procedures 0910-003
Making and Displaying
Sponsored/Approved Event Signs and Organizational Signs

1. General. Communications with Lake Royale Residents are accomplished through a number of different media. One of the primary means is the display of “event signs” at the entrance gates to Lake Royale. The “Making and Displaying Sponsored and approved Event Signs and Organizational Signs” Policies and Procedures balance the need for providing information to Lake Residents yet keeps the entrance to our Community looking attractive.

2. Policy: The Lake Royale General Manager is responsible for administering these Policies and Procedures.
 - Event signs posted at the entrances to Lake Royale shall, as a general rule, be manufactured by the POA. The General Manager may make case-by-case exceptions to this rule.
 - Lake sponsored organizations that receive POA budget funds, and organizations sponsored by the Lake Royale Recreation Committee, may request “event specific” signs that shall be provided without cost.
 - To the maximum extent possible, signs should be general in nature (e.g., day of the week versus date specific) to minimize construction/replacement costs.
 - Lake sponsored organizations that do not receive POA budget funds may request “event specific” signs at a cost of \$35.00 per sign (cost covers material and labor).
 - Requests for signs must be submitted at least two (2) full weeks prior to the event in order to ensure that signs can be produced in a timely manner. Requests will be submitted through the POA General Manager or POA Office Manager.
 - In order to minimize “sign clutter”
 - The Recreation Director (or designee) will supervise/coordinate the placement of temporary signs in the “Lake Events” Frames.
 - **Individuals may not place signs within the frame without the approval of the Recreation Director.**
 - Event /organizational signs may not be placed at other locations/road intersections within Lake Royale.
 - When more than four events are advertised, the Recreation Director (or designee) will determine what signs will be placed in the frame and what signs will be mounted on temporary sign holders on the ground.
 - Signs will be removed by the appropriate POA representative or the sponsoring organization representative within 24 hours of the completion of an event.
 - Event specific signs may be allowed at the facility location during the scheduled event.
 - With the approval of the General Manager, organizational signs of a permanent nature (e.g., Civitan, Lions, Rotary) may be affixed to the Lake Royale Entrance sign at the Baptist Church/Sledge Road intersection.

Subject section to be added with the next recorded revision to the Rules & Regulations