



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

July 2016

RE: Brunswick Community Service Organization Sign

Brunswick Non-Profit Organization Community:

The City of Brunswick is pleased to announce the installation of a new Brunswick community service organization sign along Petersville Road to showcase our local non-profit community service organizations. The City plans to eventually install one or more additional signs in the future.

To be eligible to be included on the community service organization sign, an organization shall:

- Be a registered non-profit
- Be located within or in very close proximity to the City of Brunswick
- Provide membership and/or other service(s) directly to the residents of Brunswick
- Bear any and all costs associated with the design and fabrication of the sign
- Complete the attached Application Form and Hold Harmless Agreement, including signature by an authorized officer of the organization
- Provide a full-color rendering or photograph of the plaque as it will appear on the community service organization sign
- Submit to City Hall the completed and signed application packet, consisting of the application form, Hold Harmless Agreement and rendering/photograph.

Informational plaques will:

- Include the legal name of the organization and optionally include other pertinent information such as logo, website, meeting dates/times, address
- Be a maximum of 24" wide by 20" high, oriented horizontally. Plaques can be smaller than the maximum dimensions and any suitable shape that fits within the 24" wide by 20" high rectangle
- Be metal
- Be fabricated by a professional sign company
- Be reviewed and approved by the City
- Be installed by the City.

The City will install the plaques and will provide overall maintenance of the community service organization sign. The City is the sole owner of the Brunswick community service organization sign and informational plaques. The City is not responsible for vandalism, theft, natural disaster or loss of any kind to any informational plaque.

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Space availability is limited to 12 plaques (at maximum size). For best consideration, completed application packets should be received no later than August 30, 2016 at:

City of Brunswick
City Hall
1 West Potomac Street
Brunswick, MD 21716

Plaques will be approved at the sole discretion of the City. The City will notify organizations whether or not they will be included on the sign. Organizations that have been notified for inclusion on the community service organization sign will have sixty (60) days from date of notification to fabricate the metal plaque as approved and return it to the City for installation. The City may at its discretion wait to install the plaques until all plaques have been received.

Please contact CityHall@BrunswickMD.gov or 301-834-7500 with any questions. We look forward to showcasing the array of service organizations available to our citizens.

Sincerely,



Terri Householder
Economic Development Coordinator



Brunswick Community Service Organization Sign -- Application Form 2016

Organization Legal Name:	
Organization Mailing Address:	
City, State, Zip Code:	
Organization Phone Number:	
Organization Email Address:	
Organization Website:	
Organization Meeting Location:	
Organization Meeting Schedule:	
Organization Contact Person:	
Contact Title:	
Contact Phone Number:	
Contact Email Address:	

Description of membership and/or services the organization provides directly to residents: _____

Dimensions of plaque for Sign: _____

Full-color Rendering or Photo attached (required prior to final approval): **Yes** **No**

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

FOR STAFF USE ONLY:

Date Received: _____

Date Reviewed: _____

Decision: **Approved** **Approved with conditions** **Declined**

Conditions: _____



INDEMNITY/HOLD HARMLESS AGREEMENT: Brunswick Community Service Organization Sign

The City of Brunswick, MD (hereinafter known as "the City") has determined it is in the best interest of the City, its community service organizations and residents to place a Brunswick Community Service Organization Sign in one or more locations in the City. The sign will accommodate up to 12 individual informational plaques for community service organizations located in or in close proximity to the city limits that provide membership and/or other services directly to city residents.

The City is the sole owner of the Brunswick Community Service Organization Sign and any informational plaques placed thereon, and will have exclusive decision-making authority for the inclusion or exclusion or removal of any and all individual informational plaques based upon what it deems is in the best interest of the City.

The undersigned community service organization/business/individual agrees, to the fullest extent permitted by law, to indemnify and hold harmless **The Mayor and Council of the City of Brunswick, MD**, its staff and assigns, from and against all decisions, loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the damage or destruction of any property, including vandalism and fire, flood or other natural disaster, which may or may not result in the loss or use thereof, in connection with the Brunswick Community Service Organization Sign.

The undersigned community service organization/business/individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced thereunder, and the community service organization/business/individual shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

Community Service Organization Legal Name: _____

Address: _____

Email: _____

Website: _____

Phone: _____

Witness: _____

Authorized Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Date: _____

Date: _____