



**DOWNTOWN DEVELOPMENT  
AUTHORITY**

Community Announcement Electronic Sign Usage Agreement Form  
Updated 1-2-25

Use of the electronic sign may be requested by local, non-profit organizations, new businesses, or at the discretion of DDA/EDC to announce their special events that are of interest, and available to the Cass City School District community. This usage form must be completed and submitted at least 7 days prior to the requested posting date. Maximum display time is 5 days but may be adjusted by the DDA/EDC.

The DDA/EDC, its Directors, the Village of Cass City, its Council members, or an appointed representative of these entities cannot be held responsible for problems relating to the posting time and spelling of scheduled messages or mechanical problems with the community announcement electronic sign.

**Organization -**

1st box: Authorizing Person

2nd box: Phone Number


**Date and Time of Event**

Example: May 7<sup>th</sup>: 5pm-7pm


**Exact Announcement Wording:**

No more than 13 characters per line (including spaces) and up to 4 lines of information (only use as many as needed)


**Beginning and ending date of run**

Example: May 5<sup>th</sup>-May 10<sup>th</sup>

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Today's Date:

I have read and am following this electronic sign usage agreement form.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_