

Request for Advertising on School Property

1. All requests will be submitted to the Superintendent on the District form at least six weeks prior to the requested date of advertisement with the following information:
  - a. Name of Organization
  - b. Specific Dates Requested to Advertise
  - c. Location Requested for Advertising
  - d. A graphic example of the Advertisement, including disclaimer
  - e. Dimensions of the Advertisement
  - f. Name of contact person with phone number and e-mail
2. Advertising will not be permitted to be attached to the following locations:
  - a. Inside classrooms or on the outside of any District school building
  - b. Inside or outside any District owned or leased vehicles in which students may ride as part of their school day
3. Advertising space will be granted on a first come – first serve basis
4. The Superintendent will approve/disapprove all advertisements valued at less than \$2,500 in annual consideration and submit to the Board for approval all advertisements meeting District criteria valued at or above \$2,500 in annual consideration.
5. Information will be provided to each building with the name of the vendor, the advertiser, the location of the advertisement, and the length of time that the advertisement will be in place.
6. Any agreement involving the donation of a tangible item will specifically state the name of the organization, the date donated, and the following statement located on the item: “Partners in Excellence with the Peters Township School District.”
7. Costs to advertise will be approved by the Peters Township School Board as needed.