

## PHYSICAL PLANT SIGNCADE RESERVATION

DATE/TIME NEEDED: \_\_\_\_\_

DATE RETURNING: \_\_\_\_\_

NUMBER NEEDED: \_\_\_\_\_

EVENT/ROOM #:

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SIGNATURE OF RESPONSIBLE PERSON, DATE AND CONTACT NUMBER:

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**All Physical Plant signcade (parking directional sign) reservations must be requested from Joyce Humphrey (Ext. 9750) or Sherry Connell (Ext. 7330) in the Physical Plant Department, 5-700 Campus Center. Please fill out this form and deliver it to the Physical Plant office or fax it to Extension 9551.**

**The person signing for the use of the Physical Plant signcade must be staff or faculty of Kettering University.**

**The person signing is responsible for the return of the signcades in good condition.**

**If any signcades are damaged or missing, the person signing is responsible for the cost of replacing any missing or damaged signcades at \$175.00 per signcade.**

**Signcades can be picked up in the Fleet Garage, Campus Center and returned to the same location after the event no later than the next business day morning. Please leave a message at extension 9750 upon the return of the signcades so they can be returned to storage. Thank you.**

September 17, 2008