

**RENEWAL FEES DUE JUNE 15<sup>TH</sup>**

**AFTER JUNE 30<sup>TH</sup> ADD  
50% LATE FEE**

**CITY CLERK  
CITY OF EAST LANSING  
410 ABBOT ROAD  
EAST LANSING, MI 48823**

**Telephone: (517) 319-6914 Fax: (517) 337-1607**

**NEWS VENDING DEVICE REGISTRATION FORM  
JULY 1 – JUNE 30**

**NEW  RENEWAL**

Legal Entity Name: \_\_\_\_\_

Legal Entity Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Legal Entity Phone No. \_\_\_\_\_  Send annual license to this address

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone No. \_\_\_\_\_  Send annual license to this address

Business/Owner/Contact email address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(You must include any additional partner(s) or owner(s) on a separate sheet of paper.)

Owner's Contact Phone No. \_\_\_\_\_

**Please Check Appropriate Boxes:**

Coin Operated Unit:  Yes  No

Frequency of Publication:  Daily  Weekly  2-4 Times/Month  Monthly

Preferred Location in Modular Newsrack:  Top Left  Top Center  Top Right

Bottom Left  Bottom Center  Bottom Right

**ANNUAL LICENSE FEE: \$11.00**

(Make check payable to City of East Lansing)

I hereby agree to comply with all requirements of the East Lansing City Code, Chapter 38, particularly Ordinance 1211.

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Permit Number: \_\_\_\_\_

Location: \_\_\_\_\_

## **NEWS VENDING DEVICE Registration Information Summary**

Registration with the City is required. No person may place any publication in any modular newsrack unit without having first registered with the City.

Each publication seeking access to a *modular newsrack* unit is responsible for registering with the City for **each** location and unit as well as the payment of all fees and dues associated with each location and unit.

Basic equipment maintenance is required to be completed by all publications per the City of East Lansing guidelines as specified in the ordinance.

Each registration applicant will hear from the City Manager within 15 days of the approval or denial status of each application.

All publications are responsible for an annual registration fee of ten dollars (\$11). This is the initial annual registration fee. The fee thereafter will be determined by the East Lansing City Council. These fees are used to cover the cost of the exterior maintenance of the *modular newsrack*. These fees must be paid within 30 days of notification.

The modular newsrack locations have been approved by policy resolution of the City Council. By way of petition, any interested person may request the addition of one or more additional *modular newsrack* locations.

Applications are due within 30 days of receiving this notice. Please mail or deliver to the City of East Lansing, City Clerk, 410 Abbot Rd, East Lansing, MI 48823.

Questions should be directed to the Department of Planning, Building and Development at (517) 319-6930.