



City of East Lansing

City Clerk's Office
410 Abbot Rd. East Lansing, MI 48823
Phone: 517-319-6914

coel.licensing@cityofeastlansing.com

News Vending Device Registration Form

NEW ☐ RENEWAL ☐

Annual Fee

Annual Fee: \$11

Business Name

Business Name: _____

Business Address: _____

Street Address, City, State, ZIP Code

Phone: _____ Email: _____

☐ Send license to this address

Legal Entity Name

Legal Name: _____

Legal Address: _____

Street Address, City, State, ZIP Code

Phone: _____ Email: _____

☐ Send license to this address

Business Information

Owner's Name: _____

(Please include any additional partner(s) or owner(s) on a separate sheet of paper)

Phone: _____ Email: _____

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



City of East Lansing

City Clerk's Office
410 Abbot Rd. East Lansing, MI 48823
Phone: 517-319-6914

coel.licensing@cityofeastlansing.com

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.

Applicant's Signature: _____

Date: _____

If a new license, City Council Approval: _____

License No: _____

Expiration Date: _____