

City of Chisholm Electronic Sign - Message Guidelines and Policy

Messages appear on the east and west sides of the sign. The same message plays on both sides of the sign at the same time. The electronic message board is used for informing the public of city, school, or public service events, classes, and services. Community messages will be considered pending the number of messages for that particular time period. Messages from non-profit and community service entities that provide a clear benefit to the local community will be eligible for posting.

Responsibility:

It will be the responsibility of the City Administrator or designee to manage and submit messages to the electronic sign. If there are any questions regarding whether or not a group requesting use of the sign is authorized per this policy, or regarding the content of a message, the City Administrator or designee will make a decision regarding the request.

Policy:

1. City of Chisholm messages will have priority over all outside requests.
2. The organization must clearly serve or promote an educational, or public service event or purpose.
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4. No requests will be posted on the electronic sign, e.g., from for-profit, political, and religious organizations, etc.
5. No personal requests will be posted on the electronic sign, e.g., birthdays, engagements, births, weddings, etc.
6. External message requests must be submitted on an "Electronic Sign, Message Request Form", a minimum of 10 business days prior to the requested posting date and will be posted no earlier than two weeks prior to the event.
7. The form is available **only** at: <http://www.ci.chisholm.gov/>. The request form must be completed legibly and in its entirety to be considered.
8. External messages will remain on the board no longer than two weeks unless otherwise approved by the City.
9. The City of Chisholm does not guarantee that your message will be placed on the sign.
10. In the event that there are several requests for any given time period, the requests will be posted on a first come, first served basis.
11. The City Administrator, designee, or City Council has the sole discretion to accept or reject the request and/or the content of the message, as well as the ability to alter the text accordingly to fit the sign design.
12. Each message will appear on the sign for approximately 6-10 seconds.
13. The sign will be illuminated between the hours of 6:00 am and 10:00 pm.

Council passed 1-22-2013