

## **CITY OF WALDPOR ELECTRONIC SIGN POLICY**

Please read this policy before requesting information be placed on the electronic message sign. If you accept the conditions of this policy, then send a request (at least a week prior to the event, if possible) with the following information:

Organization Name  
Contact Person  
Telephone Number  
Email address  
Date of event  
Type of event  
Location of event  
Date(s) message should appear on sign  
Content of message

Messages appear best with four lines per screen. There is a two-screen maximum per message. Characters per line vary depending on the font size - messages appear best with 17 characters per line.

### **Electronic Sign Procedure and Policy**

Purpose: To establish rules regarding requests for information placed on the City's electronic sign.

#### **POLICY:**

Non-profit community and civic groups may request announcements be placed on the electronic sign either by mailing a request to Waldport City Hall, PO Box 1120, Waldport, OR 97394 or by submitting the required information (see above) by email to [reda.eckerman@waldport.org](mailto:reda.eckerman@waldport.org).

Requests should include the group's name and a contact person with a contact telephone number and email address, and include who, what, when, where, and why of the event. Requests will be placed on the sign one week prior to the event date, if the City is given appropriate notification of the event. The City has the sole discretion to accept or reject the organization making the request and/or the content of the message, as well as the ability to alter the text accordingly to fit the sign design. In the event there are several requests for any given time period the request will be posted on a first come--first serve basis.

Non-profits, churches, and service organizations will be allowed to post fundraising events only. Governmental agencies (Port of Alsea, Central Oregon Coast Fire & Rescue District, Lincoln County School District) and the Chamber of Commerce, as well as the City may post additional messages of interest to the community at large.

In the event of an emergency the City has the right to suspend all messages and use the sign for emergency purposes only.

No personal requests will be posted on the electronic sign (i.e. birthdays, engagements, weddings, etc.)

#### RESPONSIBILITY:

It will be the responsibility of the City 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 Manager and/or designee will make a decision regarding the request.