

The purpose of the Message Board at the Civic Center Plaza is to communicate City events and activities to residents and businesses. A secondary purpose of the Message Board is to be used to communicate other messages that may be of interest to residents as set forth in this policy. This policy will apply to the Civic Center Plaza Message Board and any message boards that may be installed by the City.

### **USAGE**

The Message Board is for City use only and at no time will the space be used for commercial business and/or commercial advertising. To the extent possible, the limit of the number of slides programmed on the Message Board will be twelve (12) -- excluding Time and Temperature, and Welcome, with the allotment of no more than two (2) slides reserved for Oakley community-based organizations. The remaining ten (10) slides will be secured as City Events/programs or Public Service Announcements for City sponsored events or programs.

Examples of eligible information include: governmental updates, upcoming educational, art, cultural, community and/or recreational activities in Oakley.

### **EVENT MESSAGE REQUESTS**

- Requesting use of the Message Board does not guarantee the message will be posted.
- Requests must be submitted at least one (1) week in advance, to the City Manager's Office in writing, preferably by email. A contact name and phone number must be included on all requests. Drop in requests fill out attached form.
- The maximum time a requested message will be displayed on the Message Board is no longer than two (2) weeks (unless otherwise authorized by the City Manager).
- The City of Oakley reserves the right to edit message information for space, and content.
- The message must be for the enhancement of the City and directly pertain to its residents and/or community organizations
- Messages may be removed at any time.



## CIVIC CENTER PLAZA MESSAGE BOARD

### MESSAGE BOARD REQUEST FORM

#### CONTACT INFORMATION:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Requested Dates: ( 2 Week Maximum) Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### MESSAGE INFORMATION:

Requested message: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

For Internal Use Only:

Date Received: \_\_\_\_\_  
 Approved       Denied      Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_