

# City of Jackson Community Message Board Request Form

3 screens up to 3 lines each, with a max. of 16 characters per line, to be displayed up to 7 days.




Request Received: \_\_\_\_\_ Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_

Repeat Message: (i.e. 1st week of each month) \_\_\_\_\_

Organization/Patron: \_\_\_\_\_

Patron Affiliate: (if applicable): \_\_\_\_\_

I, the undersigned, agree to abide by the *Use Agreement Guidelines* as attached.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**When complete, turn in to City Hall by:**

1. Drop off at or mail to: 80 West Ashley Street
2. Fax to: (507) 847-5586; **or**
3. email to: dmitchell@cityofjacksonmn.com

Would you like this included on the City's Facebook page?

Yes

No

**STAFF USE** Patron        Y        N       

Msg Scheduled: By: \_\_\_\_\_ Date: \_\_\_\_\_

# **Community Message Board - Use Agreement Guidelines**

Requests for display messages (non-commercial only) from public entities or accredited non-profits that are not Message Board Patrons or Affiliates will be charged **\$0 per message**.

A message is defined as:

**3 screens of up to 3 lines each, with a max of 16 characters per line which will be displayed up to 7 consecutive days.**

## **Guidelines:**

- Signed message requests must be made on the approved form or via e-mail form with completed contact information.
- Message requests and payment must be received at City Hall two business days before the message is to be displayed.
- Cash or check must be received at the time of the request – unless requestor is a designated Patron or the designee of a Patron.
- Messages are to be Event or Public Service based.
- Non-commercial messages only, No product messages, No for sale messages, No ticket prices.
- Fundraising type announcements allowed only with the normal payment of \$0.00 per message (Patron or Non-Patron).
- No political messages unless event based. Example: County DFL Convention today is OK. But, vote for xxxxx is NOT ok.
- No personal messages such as Happy Birthday, Just Married, Happy Anniversary, etc...
- Messages to meet local standard of acceptability.
- Emergency messages take precedence.
- Maximum of 10 messages per day, per Patron or purchased message block.
- There is no guarantee of number of views per day as views per day would be dependant on the number of distinct messages displayed for any given day.
- The Jackson Lodging Association has agreed to serve as the final say on what is/isn't appropriate, settle any access issues if City Staff encounters situations that are not covered by the guidelines. Patrons and single message users are bound to their decision.