

Electronic Sign Usage Policy

PURPOSE: This policy establishes the criteria for groups outside of Elyria Township affiliated agencies and other organizations to use the electronic sign in front of the complex on Griswold Road. The policy also outlines the procedures used by Township personnel to administer the sign.

GOAL OF THE TOWNSHIP'S USE OF THE SIGN: The Township will use the sign to inform the community about events, activities and programs that are of interest to the residents, business owners and visitors in Elyria Township.

POLICY:

Messages may be edited for conciseness, clarity and conformity to the requirements of the medium.

The following weighted criteria shall be used to give priority and shall be used in selecting messages to be posted on the electronic sign:

- emergency messages,
- fire-related messages, including fire prevention, education and notices,
- messages from the Township,
- messages from other government agencies that have a local impact or significance, and
- community events and messages hosted and/or sponsored by a community organization.

Messages **NOT** permitted include:

- advertizing from a business, organization or individual,
- promotion of political, factional or religious viewpoints,
- false, misleading or deceptive messages,
- messages expressing discriminating viewpoints,
- or events/functions open only to members of an organization.

Any messages generated from the departments within the Township and community organizations are no charge. Any messages about military accomplishments or announcements of any residents of Elyria Township are no charge. Any other community announcements are subject to a \$10 donation to Elyria Township's Neighborhood Watch.

Messages must be submitted at least one week prior to the desired posting date. Messages generated from outside organizations will not be on the sign for longer than 1 week (7 calendar days).

The Chairman of the Trustees or their designee 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.

Application for Use of the Elyria Township Electronic Sign

Located in front of the Complex on Griswold Road

Township Department/Community Group: _____

Dates for display: _____

Applicant name: _____

Phone number applicant can be reached at: _____

Event / Message display:

Applicant has read and agrees to the Electronic Sign Usage Policy for the electronic sign located in front of the Elyria Township Complex on Griswold Road. The applicant understands that any Township event or emergency which occurs during the display time will take precedent over any other message. Fee is non-refundable.

If you would like to submit special graphics or a picture to have with your message, please check this box. The sign administrator will contact you to have you email it to them. Please allow more time if you would like special graphics.

Signature of Authorized Applicant: _____

Printed Name: _____

All messages are subject to approval per the Electronic Sign Usage Policy.