

MESSAGE CENTER DISPLAY APPLICATION

POLICIES

1. Applications for message displays will only be accepted from organizations who meet the qualifications specified in Sections 8.12.040(A)(1) and (3) of the Lawndale Municipal Code and from government agencies serving the city of Lawndale.
2. Messages will be for public service information and must be community oriented.
3. Messages publicizing private, religious or political meetings and events are prohibited. Messages conveying traditional holiday greetings or publicizing non-partisan informational meetings, such as candidate nights to which all candidates are invited, will be allowed.
4. Messages publicizing City functions will take priority over those for other organizations.
5. The City reserves the right to preempt messages at any time, at the discretion of the City Manager.
6. The electronic message center will not display messages between the hours of midnight and 5:00 a.m.
7. Organizations requesting a message display must complete and submit this application form to the City Manager with proof of exempt status and a current membership roster. Proof of exempt status and updated membership rosters must be resubmitted on an annual basis.
8. Applications must be submitted not less than ten working days nor more than 30 days prior to the date that the message is desired to be posted.
9. Messages will run for a maximum of two weeks.
10. Applicants may not post new messages more than once per month.
11. The frequency and timing of displayed messages will be at the discretion of the City Manager.
12. Messages will be limited to the capacity of two screens of the message center.
13. Applicants may select graphics from a set menu, with the choices to be determined at the City Manager's discretion.

Organization Name: _____

Contact Name: _____ **Daytime Phone Number:** _____

Desired Start & End Date: _____ **to** _____ (maximum 2 weeks)

Alternate Start & End: _____ **to** _____ (maximum 2 weeks)

MESSAGE CONTENT:

Screen 1:

Screen 2:

GRAPHICS DESIRED: _____

I hereby certify that this application is complete and true in all respects and understand that any falsification or omissions may be cause for disqualification. I understand that any or all information on this form may be verified. I understand and agree that this document is a public record subject to disclosure under the Public Records Act.

Signature: _____