

READER BOARD POLICY FOR MUNICIPAL CENTER

PRIORITY USE FOR READER BOARD

Priority is given to all Village of Plover Departments, including the Municipal Offices, Public Works, Water Systems, Wastewater Systems, Police and Fire Departments and Plover Whiting Youth Athletics (PWYA). Non-Profit/Charitable Organizations and Clubs have second priority.

USER RULES/REGULATIONS

All users must fill out the form below and phrase their own message in as concise a manner as possible as letters are limited. The message for non-profit/charitable organizations and clubs will run a maximum of five (5) days to include the weekend closest to the event. The Reader Board is two-sided, four lines on each side, and non-illuminated. Only one message per organization/group will appear on the reader board at a time. **The sign will be reserved on a first-come, first-serve basis.** The Public Works Manager will review and approve the message.

The Reader Board shall not display or advertise any obscene, indiscrete or immoral matter, or be in any way designed to confuse or interfere with traffic, nor contain such words as "Stop" – "Look" – "Drive-In" – "Danger" – or any such other word, phrase, symbol, or character in any manner as to interfere with, mislead, or confuse traffic.

The message shall be of general public interest and shall not contain any electioneering, campaign or political material. The Reader Board will not be available for private parties or other private use or individuals/groups that operate on a for-profit basis.

Scheduled Date of Use: _____ to _____

Group Requesting Message: _____

Contact Person: _____

Phone #: _____

Message to Read: (four lines only – 16 characters per line maximum)

PUBLIC WORKS DEPARTMENT _____ DATE _____

SIGNED _____ DATE _____