

**EAST JORDAN ELECTRONIC MESSAGE BOARD SUBMITTAL FORM:**

**Policies and Guidelines for the use of the Sportsman’s Park Electronic Message Board**

1. Each message will generally appear for no more than 7 days. No more than one message will be considered. Duration of the message ends at the time the event begins.
2. Message board is generally available to East Jordan organizations only. Message board use by other outside organizations will be made on a case-by-case basis by the City Administrator (or designee). (All other EMB guidelines remain in effect.)
3. Events open only to members of an organization. Events that do not appeal to a wide community audience do not qualify for the message board.
4. Message board is not available to commercial advertisers and may not be used to promote any commercial aspects.
5. Messages must not state or imply City endorsement or approval of any goods or services.
6. Promotion of alcohol, tobacco, candidates in any elections, political, factional, sectarian, racist, sexist, bigoted, false, misleading or deceptive viewpoints is prohibited.
7. All messages will be approved by the City Administrator (or designee), and may be edited for clarity or readability.
8. Messages will be posted in a timely manner, but not necessarily immediately upon submission.

I have read and understand the above guidelines:

\_\_\_\_\_  
SIGNATURE(S)  
\_\_\_\_\_

\_\_\_\_\_  
Name of Organization  
\_\_\_\_\_

MESSAGE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ or attach separate sheet.

Date of Application \_\_\_\_\_

Type of Event \_\_\_\_\_

Mailing Address / Phone # \_\_\_\_\_

Date(s) of Use \_\_\_\_\_ to \_\_\_\_\_

\*\*\*\*\*

Initials of person receiving request \_\_\_\_\_

Date Application Received \_\_\_\_\_

Approval Date \_\_\_\_\_

Approved by \_\_\_\_\_  
City Administrator or designee

FOR PROFIT EVENT?    YES    NO    (Please circle one)