

VILLAGE OF ROUSES POINT, NY
ELECTRONIC LED SIGN/MESSAGE BOARD USAGE POLICY
Amended September 19, 2016

The following policy and guidelines has been adopted and reviewed by the Village Board on September 8, 2015 for the usage of the Municipal Electronic LED Sign/Message Board located at the Rouses Point Civic Center. All requests are to be made in writing at least 72 hours in advance of the requested posting. Unless otherwise approved by the Village Administrator or Mayor the guidelines will be strictly enforced.

1. Allowed Organizations located within the Village of Rouses Point

- Village of Rouses Point Government
- Schools
- Churches
- Not-for-Profit Organizations
- Veterans Organizations within the Town of Champlain
- Organizations holding an event at the Rouses Point Civic Center

2. Type of Announcements Allowed

- Community Events
- Fundraisers
- Meetings
- School Cancellations
- Emergency Notifications

3. Duration of Announcements

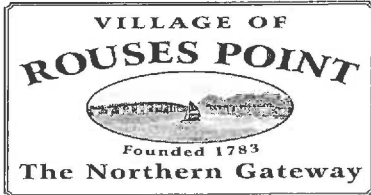
- Community Events - 14 days
- Fundraisers -14 days
- Meetings - 7 days

4. Restrictions

- The Village reserves the right to remove all approved announcements in the event of an emergency.
- Political, sexual or religious messages and photographs will not be allowed. The Village has the right to refuse to put any message or photographs on the Municipal Electronic LED Sign/Message Board.
- Requests shall not conflict with Village use of the Municipal Electronic LED Sign/Message Board.

5. How to Apply

- Apply in writing by filling out the Request Use Form. Forms are available at the Village Office, 139 Lake Street, Rouses Point, NY and the Village's website at www.rousespointny.com



**VILLAGE OF ROUSES POINT
Electric LED Sign/Message Board
Request Use Form**

139 Lake Street, P.O. Box 185, Rouses Point, New York 12979

Phone: 518-297-5502 Fax: 518-297-3818

Website: www.rousespointny.com

Today's Date: _____ **(Please allow 3 days for your request to be posted.)**

Type of Organization: Government School Church Not for Profit
 Veteran's Organization within Town of Champlain
 Organization holding event at the Civic Center

Type of Announcement: Community Event Fundraiser Meeting
 School Cancellation Emergency Notification

Requested start date of announcement: _____

Name of Organization: _____

Contact Person: _____ **Daytime Phone No.** _____

ANNOUNCEMENT:

(4 LINE LIMIT – EACH LINE HAS 16-18 CHARACTER LIMIT. (Include spaces in count, more letters = smaller font)

1. **Headline:**

2. **Date(s) & Time:**

3. **Location of Event:**

4: **Other:**

Duration:

Community Events - 14 days Fundraisers - 14 days Meetings - 7 days

OFFICE USE ONLY:

Date Received: _____ Approved/Denied by: _____ Date: _____

Date Posted: _____ By: _____

Amended 9/19/16