



Y E L M
WASHINGTON

COMMUNITY MESSAGE BOARD REQUEST

Date of Request: _____

Person or Group Requesting to Run a Message: _____

501 (c) 3 Non-Profit Registration Number: _____

Contact Information:

Phone: _____

Email: _____

Address: _____

Length of Time for Message to Run (If Approved): _____

Message Requested:

If approved, the City of Yelm reserves the right to change and/or alter the message for space considerations.

Requesting Party Signature: _____ Date: _____

Please return this form to Brianna Feller, Executive Department, at Yelm City Hall, 106 2nd St SE, Yelm, WA 98597 or by email: briannaf@yelmwa.gov.

For City Office Use Only:

Date Received: _____ Received By: _____

Approved: YES NO

Reason for Non-Approval: _____

Applicant Notified by: Email Phone Mail Date: _____

CITY OF YELM ELECTRONIC MESSAGE BOARD POLICY

The City of Yelm Electronic Message Board is a tool to promote communication among public, educational and governmental sources. It is intended to provide public service announcements for the city government. In addition to this primary purpose, the City of Yelm will make space available for community events held within and for the expressed purpose of benefiting the community.

The following rules apply for use of the Yelm Community Message Board:

1. All messages must be submitted via the approved city request form.
2. General press releases will not be considered.
3. Requests must be received at least 2 working days prior to the first requested display date.
4. No information shall be transmitted/displayed that involves any advertising to: promote a specific business, the sale of commercial products or services, advertising by or on behalf of candidates for public office or political issues, lottery information or obscene or indecent matter.
5. If a non-profit agency's primary service is referral of business to member profit agencies, messages relating directly to that work shall be excluded from use on the Yelm Community Message Board.
6. In order to maximize use of the Yelm Community Message Board for messages of broad public interest, regular community group meetings and religious service schedules and events will not be announced.
7. Messages from approved non-profits only with the specific purpose of serving the community in that capacity will be accepted for the message board.
8. Messages will not be accepted from general public for message board.
9. All city sponsored events and agencies regardless of for profit or not for profit status will be accepted on board.
10. Recognition of individuals will not be accepted for the message board except those who are being honored for community-wide recognition by the City.

City staff reserves the right to alter or reject messages that they feel do not fit properly or do not meet the intended use of the message board.