

CITY OF ELKO NEW MARKET DIGITAL SIGN POSTING REQUEST FORM



By signing this Sign Posting Request Form, I agree to the following provisions. The City of Elko New Market is responsible for all sign content with the following provisions:

1. The sign may be used to inform the public and/or promote public meetings, hearings, workshops and other City activities at the Elko New Market City Hall and within the community.
2. The sign may be used to inform the public and/or promote other public meetings, hearings, workshops hosted by other county, regional or state government activities at the Elko New Market City Hall.
3. The sign may be used to inform the public and/or promote civic and community events held and operated by a local non-profit organizations (not merely on its behalf). Such events must be special, occasional or infrequent events. Recurring events shall not be considered infrequent and thus, ineligible for publication, if there are more than 4 recurring or significantly similar events during a 12 month period or the recurring or significantly similar events are scheduled less than 30 days apart. For events held outside of the community, the purpose of the event must be to directly benefit the City or a project located within the City. If there is a subevent associated with an eligible event, the subevent is also eligible for digital sign posting.
4. There shall be no cost for other government agencies or local non-profit organizations for posting on the sign.
5. Because the sign messages will frequently be viewed by drivers and the City desires to reduce the distraction the sign may pose to drivers, the length of postings on the City sign should be as short as possible. The City Administrator, or his/her designee, shall be responsible for adapting posting to appropriately reduce the number of words per message.
 - i. The City Hall electronic graphic display sign shall adhere to the sign regulations stated in City Code 11-12-5-2(H) Electronic Graphic Display Signs as amended from-time-to-time.
6. Message postings on the City's sign shall be limited to no more than four (4) postings by entities other than the City of Elko New Market at any time. If more than four (4) posting requests are received for the same period, the priority shall be based on guidelines set forth in this policy.
7. Postings by entities other than the City of Elko New Market shall be allowed to run up to seven (7) days.
8. The City will use the following guidelines for prioritizing postings on the sign:
 - i. City of Elko New Market meetings, hearings and events at the Elko New Market City Hall.
 - ii. Other City of Elko New Market meetings, hearings and civic events within the Community.
 - iii. Inform the public and/or promote Elko New Market Fire Relief Association events.
 - iv. Inform the public and/or promote other public meetings, hearings, workshops hosted by other county, regional or state government agencies at the Elko New Market City Hall.
 - v. Inform the public and/or promote civic and community events sponsored by local non-profit organizations.

I acknowledge that I have reviewed and understand the City of Elko New Market's policies regarding postings on the City Hall digital sign.

SIGNATURE

DATE

(Information on reverse side must be completed.)

(Please Print)

Name of Contact Person: _____

Address: _____

Telephone Number(s): _____

Name of Organization: _____

Name of Event: _____

Date(s) of Event: _____

Time(s) of Event: _____

Description of Event, Recurrence of Event and/or Similar Events, Dates of Events _____

Location of Event: _____

Participants/Guests Allowed to Attend Event: _____

Please return completed form to:

In Person:

City of Elko New Market
601 Main Street
Elko New Market, MN 55054

By Mail:

City of Elko New Market
PO Box 99
Elko New Market, MN 55020

Email:

info@ci.enm.mn.us

For Office Use Only

Date Received: _____ Date(s) Event Will Run: _____

Form Received By: _____

Administrator/Clerk Approval: _____