



CITY HALL ELECTRONIC MESSAGE SIGN REQUEST FORM

34272 Yucaipa Boulevard, Yucaipa, CA 92399
(909) 797-2489 FAX (909) 790-9203 www.yucaipa.org

APPLICATION INFORMATION

ORGANIZATION: _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____
E-MAIL: _____

EVENT INFORMATION

NAME OF EVENT: _____
DATE OF EVENT: _____ TIME OF EVENT: _____
LOCATION OF EVENT: _____
PRIMARY DATES REQUESTED FROM: _____ TO: _____
SIGNATURE: _____ DATE: _____

POLICIES AND PROCEDURES

Policy

1. Use of the City Hall electronic message sign is limited to providing information about the following: (i) City-sponsored and co-sponsored events and activities; (ii) community economic development events and activities; (iii) events and/or activities funded through the current year Community Activity Grant program; and (iv) recreational sports league events. All events must be open to the public.
2. City of Yucaipa messages will have priority over all outside requests.
3. Political, commercial, religious, and personal messages are prohibited.
4. The City may reject the request if the message does not comply with the City's Electronic Message Sign Policy.
5. The City will coordinate with the organization requesting use of the sign to format the message, but the City reserves the right to alter the text, if necessary, to fit the format.
6. If there are several requests for any given time period, eligible requests will be posted on a first-come, first-served basis.
7. The City reserves the right to determine timing and duration of display of the message based upon the demand.

Procedures

1. External message requests must be submitted on this form a minimum of 10 business days prior to the requested posting date and no more than 90 days before the requested posting date. The message will be posted no earlier than two weeks prior to the event date or deadline for registration, if applicable
2. The "City Hall Electronic Message Sign Request Form" is available on the City of Yucaipa website <http://www.yucaipa.org> or at City Hall. The form must be completed legibly in its entirety to be considered and returned to the General Services/City Clerk Department.
3. External messages can include an image as long as it is submitted with the "City Hall Electronic Message Sign Request Form" and provided in jpeg format.

CITY PERSONNEL ONLY

APPROVED: DENIED: DATE: _____

JENNIFER SHANKLAND
DIRECTOR OF GENERAL SERVICES/CITY CLERK