

Marquee Requests

PPM#: 1.000.41

POLICY STATEMENT:

Requests have been made by individuals and organizations to have an announcement placed on the City Marquee and City's web site. A consistent set of guidelines shall apply to all who request use of the Marquee and/or web site.

DESCRIPTION OF PROCEDURE:

Any application for use of the Marquee shall meet the following guidelines:

1. All requests shall be made by completing a Marquee application form that may be picked up at the City Manager's Office. It can also be obtained from the City's web site
2. City functions and activities shall have the highest priorities and shall supersede approved and pending requests from other organizations.
3. Use of the sign shall be limited to local non-profit civic and charitable groups. This shall not exclude local groups affiliated with national organizations from using the sign.
4. Permission shall be granted on a first-come, first-served basis when duplicate requests are received. Multiple requests will not be accepted for purposes of assigning priorities.
5. No request shall be accepted more than ninety (90) days prior to actual use dates requested.
6. The City shall reserve the right to reduce the number of days requested by any group or organization in an effort to accommodate as many such groups or organizations as possible. This rule shall apply only when conflict of dates exist.
7. Groups who are not physically located within the City may be allowed use of the City Marquee, subject to prior review and approval.
8. The City shall make no distinctions among organizations requesting use of the marquee other than already specified. However, no announcement promoting propagation of any religion, faith, political views, or particular viewpoint shall be approved. Such organizations may, however, hold and request use of the marquee for community events.
9. The City reserves the right to deny any request that may be deemed controversial or otherwise inappropriate.
10. Events that charge admission where the fee does not result in a local civic benefit to citizens shall not be allowed.

-END OF PROCEDURE-

RELATED PPMs:

TYPE: General

CITY MANAGER AUTHORIZATION DATE: 7/7/09