

VILLAGE OF WILSON

ELECTRONIC MESSAGE BOARD – MESSAGE GUIDELINES AND POLICY

The electronic message board is located at the intersection of Lake Street and Young Street. The electronic message board is used for informing the public of Village and Town events, classes, and services. Community messages will be considered pending the number of messages for that particular time period. Messages from non-profit and community service entities that provide a clear benefit to the local community will be eligible for posting.

It will be the responsibility of the Mayor of Wilson, the Board of Trustees, or designee, to manage and submit messages to the electronic message board. If there is any question regarding whether or not a group requesting use of the sign is authorized per this policy, or regarding the content of a message, the Mayor, the Board of Trustees, or designee, will make a decision regarding the request.

POLICY:

- 1.) Village of Wilson messages will have priority over all outside requests. Town of Wilson messages will have second priority over all outside requests.
- 2.) The organization and message must clearly serve or promote an educational, charitable, or public service event or purpose.
- 3.) Requests from for-profit and personal requests for birthdays, engagements, births, weddings, etc. will be allowed for a fee.
- 4.) Requests from political organizations will not be allowed.
- 5.) Requests from religious organizations and churches are limited to public announcements of events for the community and not for the promotion of the religious organization/church or its worship services.
- 6.) An organization's request for messages must include a requested time of not more than two (2) weeks' duration, and such external messages will remain on the Electronic message board for no longer than two (2) weeks unless otherwise approved by the Mayor, the Board of Trustees, or designee.
- 7.) Message requests must be submitted on an Electronic Message Board Request Form a minimum of ten (10) days prior to the requested posting date, and will be posted no earlier than three (3) weeks prior to the event.
- 8.) Requests for events that regularly occur on a weekly or monthly cycle will not be accepted.
- 9.) The request form is available on the Village website at www.villageofwilson.org. The request form must be completed legibly and in its entirety to be considered.
- 10.) The Village does not guarantee that any message will be placed on the electronic message board, and a request to display a message does not guarantee the message will run.
- 11.) In the event that there are several requests for any given time period, the requests will be posted on a first come, first served basis.
- 12.) The Mayor, the Board of Trustees, or designee, has the sole discretion to accept or reject the request and/or the content of the message, as well as the ability to alter the text for space, clarity and content to fit the sign design, and comply with this policy.
- 13.) Each message will appear on the sign for a minimum of 15 seconds.