

Central Park Electronic Sign Request.

Requests must be submitted at least one week in advance of anticipated start of message.
Messages may run a maximum of four weeks.

Name of Organization _____

Name of Event _____

Contact Name _____

Contact Phone # _____

Message Run Dates _____

Desired Message * _____

* The electronic sign can display either a scrolling message OR a simple non-moving display message.

Example *scrolling* messages -

* Ottumwa Symphony Spring Concert, February 29th at 7PM at St. John Auditorium on the Indian Hills Community College Campus. Admission is free!

* Join in the fun at Oktoberfest! Music nightly at Ottumwa Park. Oktoberfest parade is on Church Street - Saturday morning starting at 10 AM!

Example *display* messages - 3 line limit - 13 characters maximum per line (including spaces)

Give A Hoot
Don't Pollute
Earth Day 2015

LIVE AFTER 5
Live Music
Every Fri. Eve

OTTUMWA PARKS AND RECREATION DEPARTMENT

POLICY# 1-2015

POLICY FOR USE AND RESERVATION OF ELECTRONIC DISPLAY SIGN IN CENTRAL PARK

PURPOSE: The purpose of this policy is to establish guidelines for the usage and reservation of the electronic sign in Central Park. The purpose of the electronic sign in Central Park is to serve as a communication and marketing tool for the City of Ottumwa and Ottumwa non- profit organizations

GUIDELINES

1. All programming of the sign will be done by the City of Ottumwa' s Public Information Director or his designee.
2. All requests for sign usage must be submitted to the Public Information Director at least one week in advance.
3. The sign may be reserved for a maximum of four weeks.
4. There will be a \$ 25 fee per week to reserve the sign for each message.
5. Only non- profit organizations are allowed to submit sign reservation requests. For profit group requests are not allowed.
6. The City of Ottumwa and the Public Information Director reserve the right to deny sign requests based on their judgment.
7. Messages are limited to 3 lines maximum.
8. Messages are limited to name of event, name of organization, and time, location, and cost of event.

Policy was approved by the Ottumwa Parks Advisory Board on December 9th, 2014.

Policy approved by the Ottumwa City Council on December 16, 2014.

Sign went live on December 22, 2014.