

## **Electronic Message Board Policy – City of Zearing, IA**

**Date 9-12-2022**

The City of Zearing's electronic message board is located at the corner of North Center Street and 130<sup>th</sup> Street and serves as a communication tool to the community and to inform the general public of events and services.

It will be the responsibility of the Mayor, City Council, City Clerk, or designee to manage and submit messages to the electronic message board. Decisions to accept or reject requests 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 shall rest with the City Clerk. Decisions of the Clerk may be appealed to the Mayor or City Council.

- Messages expressing racist, sexist, or bigoted views are prohibited
- False, misleading, or deceptive messages are prohibited
- Promotion of tobacco, alcoholic beverages, gaming and other addictive or restricted activities is prohibited
- Promotion of political, editorial, or other statements of opinion is prohibited
- 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.

In the event that there are several requests for any given time period, priority will be given to official City of Zearing business and all other messages will be posted on a first come, first served basis.

Requests shall be made to the City Clerk in person at City Hall or by email and must contain the following information: full name of organization, time, date, and place of event, contact name and title, email address and/or telephone number.

Standard message duration 7 days. (Maximum of 14-day)

Messages will be posted by 5:00pm the following business day after request and payment has been received unless Council approval is needed.

Max words per message – 20, City reserves the right to modify messages

### **Fee Schedule:**

Any non-profit, educational, or other community-oriented group is eligible for placement on the electronic message board at no cost.

There will be no charge for a message promoting an event at the Dakins Community Center where the same entity paid to rent the Community Building (i.e. Anniversary/Wedding celebration; Class Reunion, etc)

There will be no charge to any entity for a message promoting an event at the Dakins Community Building where the fee was waived to reserve the Community Building.

There will be no charge to a Zearing volunteer service organization to promote an event that proceeds will be designated for a specific purpose. (i.e. Zearing Fire or EMS Fundraiser for equipment)

There will be no charge for Colo-NESCO schools to promote an event, recognition, or other school announcements.

There will be no charge for SCCB to promote events or announcements for Dakins Lake Park in Zearing.

\$20 will be collected for individuals to promote birthdays, anniversaries, garage sales, auctions, class reunions etc (unless paid rental of Dakins Community Building)

\$20 will be collected for Zearing area businesses to promote their company. Note: Any fee for a grand opening or open house promoting a new business will be waived one time.