



**Community Events Sign Policy/Application\***

The City of La Center provides a Community Events Sign for organizations to announce upcoming events. This service is provided at no charge on a first come/first serve basis. The sign is located on the east side of the La Center Bridge, which marks the entrance to the City. The City of La Center is not responsible for, nor does it endorse, any of the information and/or activities posted on the community events sign.

The following policy for submissions to be posted on the Community Events Sign has been developed to advocate the equity and efficiency among those community organizations wishing to post notifications of an event. All submissions are respectfully requested to adhere to the specifics of this policy. Thank you for your cooperation.

**For more information, please contact La Center Public Works at (360) 263-7665.**

**Specifications for Submissions for the Community Events Sign**

1. The submitting organization must be a non-profit organization. (This means the organization does not seek to gain a profit from its activities.)
2. All submissions must be in writing on the form provided below.
3. Submissions must be submitted two weeks prior to the requested post date.
4. Submissions will be posted for no more than one week in advance of the event.
5. Submissions will be scheduled to appear beginning on Monday and may not appear for more than one week.
6. There shall be no more than four separate messages scheduled at any one time.
7. Submissions may not be political in nature.
8. Submissions may not be an advertisement for a private business.
9. Wording is limited to three lines with a maximum of 15 characters per line including spaces.
10. Final determination of wording and design selection will be at the discretion of the City.
11. The City of La Center news/events take precedence.

I have read and understand the above community events sign policy. *~Please Print~*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date(s) to be Posted: \_\_\_\_\_ - \_\_\_\_\_

**Submission:** Maximum of three lines with 15 characters including spaces.


For office use only: Date Submitted \_\_\_\_\_ Approved by: \_\_\_\_\_

*\*Note: This policy may be revised at any time.*