



SKIPPACK TOWNSHIP

www.skippacktownship.org

4089 Heckler Road - P.O. Box 164

Skippack, PA 19464

Phone: 610-454-0909 - Fax: 610-454-1385

Skippack Township Electronic Message Board Request Application

Organization/Group Name: _____

Contact Person: _____

Phone: _____ Email: _____

Type of Event: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

Dates Requesting to Display Message:

Beginning: _____ End: _____

Mail, Fax or Deliver Application to:

Laura Mistysyn, Parks & Recreation, 4089 Heckler Road – P.O. Box 164 - Skippack, PA 19474

Fax: 610-454-1385 – Phone: 610-454-0909 – Email: lmistysyn@skippacktownship.org

Print the message as you would like to see it appear on the sign. Leave blank spaces in between words. Please keep details brief. The Township reserves the right to edit/abbreviate if necessary.

▪ ONE LETTER PER BOX

Background:

I certify that I am authorized to submit this request by the organization identified above. Further, on behalf of the requesting organization, it is agreed that Skippack Township will not be held liable for any actions including errors or omissions regarding the processing, possible denial, possible acceptance, or implementation of this message request including the display of the message.

Signature: _____ Print Name: _____

Date: _____

MESSAGE GUIDELINES AND POLICY

The electronic sign boards are located at the Skippack Fire Company on Bridge Road (Route 113) and out-front of the municipalities pump station (Route 73). The same message plays on both sides of the sign at the same time. The electronic message board is used for informing the public of Parks and Recreation and Township events, emergencies, and services. Community messages will be considered pending the number of messages for that particular time. Messages from non-profit and community service entities that provide a clear benefit to the local community will be eligible for posting.

Responsibility:

It will be the responsibility of the Manager of Parks and Recreation/Township Manager to oversee and submit messages to the electronic sign. If there are any questions regarding whether a group requesting use of the sign is authorized per this policy, or regarding the content of a message, the Manager will make the final decision regarding the request.

Policy:

1. Skippack Township messages will have priority over all outside requests.
2. The organization must clearly serve or promote an educational, charitable, or public service event or purpose.
3. The message must clearly serve or promote an educational, charitable, or public service event or purpose.
4. Requests from for-profit, political, and religious organizations will be denied.
5. No personal requests will be posted on the electronic sign, e.g., birthdays, engagements, births, weddings, etc.
6. External message requests must be submitted on an Electronic Sign Request Form a minimum of 10 business days prior to the requested posting date and will be posted no earlier than three weeks prior to the event.
7. The form will be available at www.skippacktownship.org. The request form must be completed legibly and, in its entirety, to be considered.
8. External messages will remain on the board no longer than 15 days unless otherwise approved by the Township's Board of Supervisors.
9. Skippack Township does not guarantee that your message will be placed on the sign.
10. If there are several requests for any given time, the requests will be posted on a first come, first served basis.
11. The Township Manager 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 accordingly to fit the sign design.
12. Each message will appear on the sign for approximately 6-10 seconds.
13. The sign will be illuminated between the hours of 6:00am and 10:00pm.