



SKIPPACK TOWNSHIP

4089 Heckler Road · P.O. Box 164

Skippack, PA 19474

PHONE: 610-454-0909 · FAX: 610-454-1385

www.skippacktownship.org

Skippack Township - Message Guidelines and Policy

The electronic sign boards are located at the Skippack Fire Company on Bridge Road (Route 113) and in front of the municipality's 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 period. 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 or not a group requesting use of the sign is authorized per this policy, or regarding the content of a message, the Manager will make a decision regarding the request.

Policy:

1. Division of Recreation and Parks and 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.com. 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. The Division of Recreation and Parks does not guarantee that your message will be placed on the sign.
10. 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.
11. The 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 6:00 am and 10:00pm

Skippack Township Electronic Message Board Request Application

Organization/Group Name: _____ Contact Person: _____
 Telephone Number(s): _____ Email Address: _____
 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:

Christopher Heleniak, Township Manager 4089 Heckler Road, Skippack Pennsylvania 19474
 Fax # (610) 454-1385 Phone # (610) 454-0909 E-mail: cheleniak@SkippackTownship.org
 Applications must be received at least 10 business days prior to requested message start date.

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.

Date: _____ Signature: _____ Print _____

Name: _____