



## Community Digital Sign Request Form

Today's Date: \_\_\_\_\_

Name of Individual or Organization Hosting/Sponsoring the Event

\_\_\_\_\_

Name of Event: \_\_\_\_\_

Date/s of Event: \_\_\_\_\_

Time/s of the Event: \_\_\_\_\_

Location/s of the Event: \_\_\_\_\_

Message: (Be as brief as possible - not all announcements need a message)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If fund raising event, please indicate where the funds will be going to School District/ Athletic Assoc. /**

**City:** \_\_\_\_\_

Contact Person Name and Phone Number: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Are there Logos/JPEGS or other images that need to be included? If so, please email to Kristie at the School District [jessie.kohl@isd477.org](mailto:jessie.kohl@isd477.org) or Mary Lou at City Hall [marylou@princetonmn.org](mailto:marylou@princetonmn.org)

Messages will be placed on sign no more than one week prior to the date of the event! Messages are most effective when they are very short. Please keep information to 50 characters at a maximum. When messages are very short the font size can be maximized and the message becomes more effective.

# Digital sign Guidelines and Procedure

## **PERMITTED USES**

- A. The following is a non-exclusive list of permitted messages. The City and the District reserve the right to make determinations, on a case-by-case basis as to whether a particular message is permitted. (Refer to school district policy 905 for district guidelines).
1. Announcing dates, times and locations for any and all meetings of the City, the District, and any of their respective boards, committees or groups.
  2. Information pertaining to athletic events, special events or any other events associated with or sponsored by the City or the District. (This includes established non-profit agencies acting as feeder programs for the school district and booster club events.) Associations and booster clubs must maintain 501(c) 3 non-profit status and serve only youth.
  3. Any other messages designed to inform the general public of information deemed important for the general public as determined by the City or the District.
  4. Events sponsored by established veteran's organizations located in Princeton School District.

## **NON-PERMITTED USES**

- A. The following is a non-exclusive list of non-permitted messages for the Project. The City and the District reserve the right to make determinations, on a case by case basis, if any particular message is not permitted.
1. Advertising designed to promote the sale of commercial and retail products or services.
  2. Information pertaining to any lottery or gambling.
  3. Business advertising.
  4. Obscene, indecent, illegal material.
  5. Editorial or personal messages.
  6. Political or campaign messages.
  7. Religious entities sponsored events aside from blood drives or non-profit agencies using Church
  8. Non-profit agencies, entities or groups conducting fund raising events when not affiliated with athletic associations or booster clubs.
  9. Benefits.