



**City of Stayton
Community Events
Message Board Application**

Phone: 503-769-3313 • Email: info@staytonlibrary.org

Organization: _____

Name: _____ Phone: _____

Address: _____

Date(s) Requested: _____

Event Title: _____ Event Date: _____

Event Location: _____ Event Time: _____

Open to the Public? Yes No (if not, automatic refusal)

Proposed message: (Message must be brief and comply with City rules. Board can have 4 lines of text with 18 characters on each line.)

I acknowledge that I am duly authorized, on behalf of the organization listed above, to execute this application and file it with the City. I, and the organization listed above, understand and acknowledge that use of the message board is governed by criteria adopted by the Stayton City Council. I and the organization listed above, agree to follow the City's criteria.

I, and the organization listed above, understand and acknowledge that the City of Stayton reserves the right to edit, reword, or condense the message, limit the dates and times when the message is posted and that the City of Stayton reserves the right to refuse to post any message.

Applicant's Signature

Title (if Any)

Approved:

Denied:

Notes:

CITY OF STAYTON

By : _____

Date: _____

Message Board standards and procedures as determined by Resolution No. 872

The purpose of the message board is to enable the City of Stayton and community organizations to inform the public of community events and meetings. This message board is not intended for private use, personal or commercial gain.

Applications are considered on a first come, first serve basis, timelines of the event, and on the overall community benefit as determined by the City. Applications must be received and approved in advance of posting the event information.

Message standards:

- The City may use the message board for promotion of City-sponsored activities.
- Events posted on the message board must appeal to a wide City of Stayton area audience. The event must be open to the public.
- Promotion of any political candidate or political issue is prohibited.
- Publishing any factional, sectarian, racist, sexist, bigoted, false, misleading, or deceptive viewpoint is prohibited.
- Events posted by a religious organization must be open to the public, and appeal to a broad audience, and shall not include religious opinion.
- The message must not imply City endorsement or approval of the event.
- The City reserves the right to edit, reword, or condense the message.
- The message board shall not be used for activities or events including but not limited to the following:
 - Religious opinion
 - Business advertisements for sales or promotional events
 - Events not occurring within the Stayton area
 - Political opinion, political campaign advertisement, or political issue
- The City reserves the right to refuse to post any message.

No message may be posted for more than fourteen (14) days.

Emergency messages including those from the Stayton Police Department, or other emergency programs or providers authorized by the City Administrator have priority over all other messages.