

Resolution No. 872

A RESOLUTION ESTABLISHING STANDARDS AND PROCEDURES FOR USE OF THE CITY OF STAYTON'S MESSAGE BOARD

WHEREAS, the City has a message board located at the Stayton Public Library, which is available for public use; and

WHEREAS, minimal standards and procedures are required to allow staff to process an application for a message to be placed on the message board; and

NOW THEREFORE BE IT RESOLVED that the following standards and procedures are hereby adopted:

1. Purpose:
 - a. 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.
2. Application for Use:
 - a. An application must be completed on forms provided by the City, herein attached as Exhibit A, which may be modified or updated from time to time.
 - b. 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.
 - c. Applications must be received and approved in advance of posting the event information.
3. Message:
 - a. There is no exclusive use of the message board by the public.
 - b. The City may use the message board for promotion of City-sponsored activities.
 - c. Events posted on the message board must appeal to a wide City of Stayton area audience. The event must be open to the public.
 - d. Promotion of any political candidate or political issue is prohibited.
 - e. Publishing any factional, sectarian, racist, sexist, bigoted, false, misleading, or deceptive viewpoint is prohibited.
 - f. Events posted by a religious organization must be open to the public, and appeal to a broad audience, and shall not include religious opinion.
 - g. The message must not imply City endorsement or approval of the event.
 - h. The City reserves the right to edit, reword, or condense the message.
 - i. The message board shall not be used for activities or events including but not limited to the following:
 - i. Religious opinion
 - ii. Business advertisements for sales or promotional events
 - iii. Events not occurring within the Stayton area
 - iv. Political opinion, political campaign advertisement, or political issue
 - j. The City reserves the right to refuse to post any message

4. Duration of Message:
 - a. No message may be posted for more than fourteen (14) days.
 - b. Putting up and taking down the message is the responsibility of the applicant.

5. Priority Use:
 - a. The City shall determine the priority of messages.
 - b. 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.

6. Approval and Denial Process:
 - a. The City Administrator's designee shall approve or deny the application within three (3) working days of receipt of the application.
 - b. Denial may be appealed to the City Administrator. Such appeal shall be submitted in writing within three (3) working days from the date of denial and filed in the office of the City Recorder. The City Recorder shall cause the written appeal to be submitted to the City Administrator.
 - c. The decision of the City Administrator may be appealed to the Stayton City Council.

7. Fee:
 - a. There shall be no fee for an application.

NOW THEREFORE BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon passage.

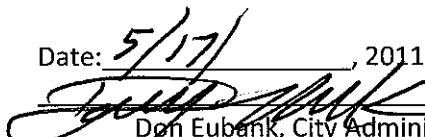
Approved by the Stayton City Council this 16th day of May, 2011.

CITY OF STAYTON

Date: 5/17, 2011

By: 
A. Scott Vigil, Mayor

Date: 5/17, 2011


Don Eubank, City Administrator

Attest:

APPROVED AS TO FORM


David A. Rhoten, City Attorney



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

Phone: (503)769-2919 ♦ Fax: (503)767-2134

Message Location: North Side South Side

Organization: _____ Date: _____

Name: _____

Address: _____

Event Information: _____

Event Title: _____ Event Date: _____

Location: _____ Event Time: _____

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

Proposed Message: (Message must be brief and comply with City rules)

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, a copy of which is printed on the reverse side of this application form. 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: _____