



**CITY OF CENTERVILLE**  
**READER BOARD SIGN, WEB SITE, SOCIAL MEDIA & NEWSLETTER POLICY**

This policy specified what information can be posted on the City's reader board sign (located out front of City Hall), web site, social media & newsletter(s).

Requests to post information on the sign will be prioritized in the following order:

1. Information related to City business or other government agencies
2. Requests from Centennial School District 12
3. Request from all register non-profit organizations located within the City of Centerville
4. May not be registered as a non-profit organization (i.e. school events, Fete des Lacs, etc.)

No commercial or religious message are allowed on the sign. Churches located within the City of Centerville may request that community events of a non-religious nature be posted. Fundraising events for a charitable organization or an individual that are not sponsored by a registered non-profit organization will not be allowed.

An application for posting information should be made thirty (30) days in advance of the event.

To submit a request, complete the following information:

Name of Organization: \_\_\_\_\_

Event or Message: \_\_\_\_\_

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

Date(s) and Time(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please Note: Only one (1) message is posted on the sign at any given time, so the City may not be able to accommodate every request. But, every effort will be made to post the message one (1) week in advance of the event.

Would you also like this information to be posted on the City's Government Access Channel 16?

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you also like this information to be posted on the City's Web Site?

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like this information to be contained in the City's newsletter?

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like this information placed on all social media avenues of the City?

Yes \_\_\_\_\_ No \_\_\_\_\_