



Policy Title: Community Events Sign Policy

Policy #: 01-04

Section: Communications

Initially Approved: February 23, 2015

Last Reviewed:

Scheduled to be Reviewed:

PURPOSE:

The purpose of this policy is to allow government, not-for-profit and civic organizations use of the changeable community event sign on the corner of Columbia Avenue and St. Paul Street to promote community events/activities or communicate messages to the community.

ELIGIBILITY:

Eligibility will be limited to governments, community service organizations, civic organizations, and not-for-profit organizations, which are from the Rossland area. Also, organizations outside of the Rossland area sponsoring an event sanctioned by the City of Rossland as an “official community events” may use the sign to announce events.

Use of the sign by individuals, for-profit businesses, trade, religious or political organizations is prohibited unless those events have been sanctioned by the City of Rossland as an “official community event.”

An “official community event” shall be defined as an event open to the general population for the benefit of the City of Rossland residents or the collective business community.

APPLICATION AND SCHEDULING:

Applications are to be made on the attached Community Events Sign Request form and submitted to the City no less than 2 weeks prior to the requested display date. Applicants must ensure events are published on Bhubble (www.bhubble.com) prior to submitting this application.

Preference will be given to those community events that are held on an annual basis. For those annual events, there will be an automatic reserved “black out” time of at least one week prior to the event. The City of Rossland reserves the right of first use of the sign. Any scheduling in

**Corporate Policy Manual
Community Events Sign Policy**

conflict with the City’s need or use for the community events sign shall be resolved to the City’s benefit.

DURATION AND FEES:

The community events sign shall be reserved for no less than one week but no more than two weeks. The sign must be booked to start and end on week days only. The city reserves the right to reduce the amount of time allocated to a user to respond to an emergent event.

The cost for use of the sign is \$50 per week.

RIGHT TO EDIT / RIGHT OF REFUSAL:

The City of Rossland has the authority to edit text of the signage being requested as it deems necessary for reasons including, but not limited to, availability of space, availability of changeable copy letters, and layout concerns.

The City of Rossland reserves the right to refuse to honor any application request if it is deemed inappropriate, inflammatory, or not within the general interest of the Rossland community and its values.

COMMUNITY EVENT SIGN APPLICATION FORM (Please Print):

Name:	Phone:
Email:	
Organization:	
Requested Dates: (DD/MM/YY) to (DD/MM/YY)	

I have read and understand the above Community Events Sign Policy:

Signature:	Date:
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Submission: 22 characters including spaces (per line), Maximum two lines

For office use only:

Date Submitted:	Approved By	Fee Collected:
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**Corporate Policy Manual
Community Events Sign Policy**

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