



City of Corning

Submit application to
tjenkins@corning.org

COMMUNITY ACCESS MESSAGE BOARD APPLICATION

THIS RESERVATION IS NOT VALID UNTIL APPROVED

This message board is intended to display public notices and to inform citizens of upcoming community events. Applications must be received two weeks in advance and will be posted for a maximum of fourteen days. See attached LED Message Board Policy for more information.

QUALIFYING COMMUNITY EVENTS

Any educational, cultural, or recreational event taking place in the City of Corning, as well as areas included in the Corning High School District, that is sponsored by a local community-based organization.

Name of Organization / Group: _____

Contact Name: _____ Phone: _____

Email Address: _____

Requested run date(s): _____

Message for sign: _____

- * Try to use no more than 35 characters, including spaces.
- * The font and size will be chosen by the number of characters in the message.
- * Your message may be condensed to fit all the information.
- * The sign comes with a library of images and videos that we may use if we can find one that fits your message theme.
- * A copy of the proposed message will be emailed to you for your approval prior to posting.

Signature of Applicant	Print/Type Name	Date
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FOR OFFICE USE ONLY

Approved: _____ Denied: _____

If denied, list reason: _____

Signature: _____ Date: _____



CITY OF CORNING LED MESSAGE BOARD POLICY

The City of Corning's Community Access Message Board is intended to display public notices and to inform citizens of upcoming community events. As space allows, the City will use the Message Board to promote "Qualifying Community Events" on a first come, first serve basis. However, priority will be given to City events and notices. **A qualifying community event is defined as:**

- Any educational, cultural, or recreational event taking place in the City of Corning, as well as areas included in the Corning High School District, that is sponsored by a local community-based organization.

Contact City Hall at (530) 824-7029 for more information on how to request approval for placement of message on the Message Board.

Procedure:

- Each message will be viewed by the City of Corning for conformance with eligibility and content guidelines.
- Priority is given first to City events and information.
- Messages must be submitted by email in text format only.
- Messages must be submitted at least two (2) weeks prior to the scheduled event.
- All messages are subject to editing and condensation.
- Messages may not be posted for more than fourteen (14) consecutive days.

Prohibited:

- Solicitation of funds or promoting the sale of products.
- Unauthorized use of copyrighted information or trademarking.
- Messages that are illegal, sexually explicit, offensive, or in violation of the City's equal opportunity or anti-discrimination/harassment policies.
- Advertising or promoting businesses, group fundraisers, or events that do not serve a cultural, social, or educational purpose, or promote the general health and welfare of the community.
- Commercial postings.
- Political notices/petitions except for those required by law.
- Personal notices.

Disclaimer:

The Community Access Message Board is provided as a free public service. Therefore, while the City shall endeavor to ensure messages are transmitted accurately and in a timely manner, the City assumes no liability in connection with non-City message board material and makes no warranties or representations that any message will in fact be transmitted accurately or at any particular time. The responsibility for the factual accuracy of the information as submitted rests with the originator of the information.