



West Milford Rotary Club
 P.O. Box 593
 West Milford, NJ 07480

Community Message Center Request Form

Applicant Name:		Date	
Organization:		Phone:	
Organization Address:		Event Date:	
Email:		Event End Date:	
Purpose of Event:		Event End Time:	

A message is defined as:

A maximum of 4 lines of text with a maximum of 20 characters per line. Please specify below the exact phrasing of the message you wish to appear on the Message Center. (Please note: The message may be edited for clarity or space and may not appear exactly as you presented.)

Please print message below (One character per box):

I acknowledge receipt of the West Milford Rotary Community Message Center Use Agreement Guidelines (on reverse side) – **Please Initial:** _____

 Signature

Please email this side of this request form to: wmrotarymessageboard@gmail.com

For Rotary Club Use Only:

Date Application Received:		Action Taken:	
Message Start & End Dates	to		
Approved by:			



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Rotary Community Message Center Use Agreement Guidelines

Requests for display messages (non-commercial only) from public entities or accredited non-profits are accepted. Guidelines are stated below.

A message is defined as: **Up to 4 lines of text to be displayed according to time parameters surrounding event up to a maximum of 21 consecutive days. The West Milford Rotary Club reserves the right to edit any message for space limitations, content, and amount of time message is to be displayed.**

- Sign message requests must be made on the approved form or via email form with completed contact information.
- Messages are to be Event or Public based
- Non-commercial messages only. No product messages, for sale messages, or ticket prices.
- No political messages
- No personal messages such as Happy Birthday, Just Married, etc.
- Messages to meet local standard of acceptability
- Emergency messages take precedence
- There is no guarantee of number of times per day message will be displayed. Display is dependent on the number of distinct messages displayed on any given day.

The West Milford Rotary Club has the final determination on what may or may not be displayed, and reserves the right to edit any submitted message for content, space limitations, and appropriateness. We look forward to publicizing your event or cause.

The Message Center sign was donated by the West Milford Rotary as a community service project. It is meant to be used by the community for the community. West Milford Rotary assumes no responsibility for accuracy or completeness of each message. Proper dates and times are the responsibility of the person/organization requesting any message to be displayed. Rotary will make a concerted effort to ensure accuracy but will not be liable for errors of any kind. If a mistake in a message is recognized by the sponsoring person and/or organization, it will be that person and/or organization's responsibility to notify Rotary immediately.

wmrotarymessageboard@gmail.com