

# Town of Kouts Electronic Message Board Submittal Form

## Policies and Guidelines for the use of the Message Board

1. Each message will generally appear for no more than 7 days. No more than one message will be considered per event. Duration of the message ends at the time the event begins.
2. Message board is generally available to Town of Kouts not for profit organizations for event notification only.
3. Message board use by other outside organizations will be made on a case-by-case basis.
4. Events that do not appeal to a wide community audience do not qualify for the message board.
5. Messages must not state or imply Town endorsement or approval of any goods or services.
6. Promotion of alcohol, tobacco, candidates in any elections, political, factional, sectarian, racist, sexist, bigoted, false, misleading or deceptive viewpoints are prohibited.
7. Messages will be posted at the discretion of the Clerk-Treasurer (or designee), and may be edited for clarity or readability.
8. Messages will be posted in a timely manner, but not necessarily immediately upon submission.
9. Messages must be submitted at least 48 hours before they are to be posted, weekends not included.

I have read and understand the above guidelines:

\_\_\_\_\_  
Signature

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

Message: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested Colors: \_\_\_\_\_

Date of Application \_\_\_\_\_

Type of Event \_\_\_\_\_

Mailing Address/Phone # \_\_\_\_\_

Requested running dates: \_\_\_\_\_

to \_\_\_\_\_

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Please return this form to the Kouts Town Hall, 210 S Main St, Kouts, IN 46347 219-766-3312

Initials of person receiving request \_\_\_\_\_

Date Application Received \_\_\_\_\_

Approval Date \_\_\_\_\_

Approved by \_\_\_\_\_