



CITY OF CENTRALIA ELECTRONIC MESSAGE SIGN APPLICATION

Rules and Regulations

1. Requests must be received at least 7 days prior to the date you wish the message posted.
2. Applications will only be accepted from non-religious, non-political, non-profit and/or civic organizations advertising community events.
3. The City Manager or his/her designee shall have sole authority to approve or deny applications, including content and dates.

Contact Person:	Telephone:	
Organization Name:	Telephone:	
Address:	City:	State:
Type of Organization:	Tax Exempt Number:	
Event Description:		
Wording on Sign <u>(Maximum line of characters is 24 including spaces; per line):</u> <ol style="list-style-type: none">1. Event:2. Date & Time:3. Location:		
Agreement for Use <p>I have read and understand the electronic message board rules and regulations and agree to abide by them. Furthermore, I am authorized to sign on behalf of (Organization) _____ and accept for them, the terms and conditions as stated in this application. Being fully informed of these rules and regulations, I hold the City of Centralia and its employees harmless from all claims, injuries, liabilities, damages, losses, or rights of action resulting from the use of said electronic message sign.</p>		
Signature <i>(not necessary if submitted electronically):</i>		Date:
Printed Name:		<input type="button" value="CLICK TO SUBMIT"/>
Please Return Completed Application To: <p>Community Development Department P.O. Box 609, 118 West Maple Street, Centralia, WA 98531 Telephone: (360) 330-7662</p>		
To Send it Electronically: please save it as a word file and then email it to epierson@cityofcentralia.com or Click "Submit" button above.		
Office Use Only:		
<input type="checkbox"/> Community Development Approval		
<input type="checkbox"/> City Manager's Office Approval		