



# 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 (Maximum line of characters is 24 including spaces; per line:

1. Event:
2. Date & Time:
3. Location:

**Agreement for Use**

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.

Signature:	Date:
------------	-------

Printed Name:

**Please Return Completed Application To:**  
Community Development Department  
P.O. Box 609, 118 West Maple Street, Centralia, WA 98531  
Telephone: (360) 330-7662

**To Send it Electronically:** please save it as a word file and then email it to [epierson@cityofcentralia.com](mailto:epierson@cityofcentralia.com)

**Office Use Only:**

Community Development Approval       City Manager's Office Approval