



Cary Park District

Electronic Sign Message Request Form

To schedule your message, please complete and submit this form **at least ten (10) business days before the start of your message**. Forms may be emailed to Katie Hughes at khughes@carypark.com, faxed to 847.639.6290, or returned to the Cary Park District Community Center, 255 Briargate Road, Cary, IL 60013.

Message Start Date: *This form must be submitted at least ten (10) days before the start of your message.*

Message End Date: *Message will appear for no more than seven consecutive days.*

Name of person making request:

Organization/Company Name:

Phone number:

Email:

Name/title of event:

Date(s) of event:

Time(s):

Location:

Brief description/details: (10 word maximum)

Signature: _____ **Date:** _____

Please sign above acknowledging you have read and understand the guidelines listed on the reverse. Questions may be directed to Katie Hughes at khughes@carypark.com.

For Office Use Only

Date Request Received:
Date Scheduled:

Accepted Rejected

Reason Rejected



Cary Park District

Electronic Sign Message Request Form

The Park District electronic sign is located in Jaycee Park on the corner of Silver Lake Road and Three Oaks Road. Community groups may request for messages to be placed on the electronic sign as long as the message falls within the guidelines set below. The number of messages that can appear on the sign at any given time are limited, and precedence will be given to Cary Park District messages, then to the earliest message requests submitted.

Messages must be submitted using the Electronic Sign Message Request Form on the back of this page. Only Electronic Sign Message Request Forms that are completed in full will be considered. Phone, e-mail, verbal, or other type of requests will not be accepted. The completed form must be submitted **at least ten (10) business days before the message start date**. Forms may be emailed to Katie Hughes at khughes@carypark.com, faxed to 847.639.6290, or returned to the Cary Park District Community Center, 255 Briargate Road, Cary, IL 60013.

The Park District does not guarantee that your message will be placed on the sign or offers no guarantee to the appearance of any message on the electronic sign. Appearance of messages is subject to constraints of electronic and mechanical limitations of the electronic sign.

For more information on the electronic sign, please contact Katie Hughes at khughes@carypark.com.

Electronic Sign Message Guidelines

- No more than one message per event or per group will be displayed at the same time.
- Each message will appear for no more than seven consecutive days.
- Only events that appeal to a wide community audience will be considered for display.
- Messages must not state or imply Cary Park District endorsement or approval of any goods or services.
- The organization making the request is responsible for contacting the Cary Park District should the event be cancelled, postponed, or rescheduled. The Cary Park District is not responsible for messages submitted incorrectly.
- The Cary Park District reserves the right to refuse requests to organizations that offer competing facilities and services, where the event or activity is held at a competing location, or who do not advance the mission of the Cary Park District.
- All messages must be approved by the Director of Communications & Marketing and may be edited as deemed necessary or withdrawn without notice.

Messages Not Allowed

- Promotion of alcoholic beverages and tobacco products is prohibited.
- Promotion of candidates in any election is prohibited.
- Promotion of political viewpoints is prohibited.
- Promotion of religious viewpoints or religious services is prohibited.
- False, misleading, or deceptive messages are prohibited.
- Promotion of commercial goods or services are prohibited.
- Garage sales or private sales of goods or services are prohibited.
- Personal messages of any kind are prohibited.

Emergency Messages

In the event of an emergency as declared by Police, Fire, or Village Office, contact Katie Hughes at khughes@carypark.com.