

COMMUNITY INFORMATION SIGN POLICY

The City of Zimmerman is proud to serve its citizens with an electronic Community Information Sign, a variable message board located at the intersection of County Road 4 (Fremont Avenue) and County Highway 45. The sign, which was donated in part by the Zimmerman Lions and the ISD 728 Zimmerman Booster Club, is owned, maintained, and operated by the City of Zimmerman. A portion of the sign is also maintained and operated by the Zimmerman Booster Club and is regulated by School District and/or Booster Club rules and policies.

The following rules shall apply to requests for placement of display messages on the information sign:

1. Priority access shall be given for messages relating to City business or City sponsored events. Livonia Township and Sherburne County emergency announcements (not storm, severe weather or tornado watches and warnings) may also be posted on the Community Information Sign.
2. For a nominal fee, messages for other community-wide events may be displayed by non-profit civic groups, community organizations, the Chamber of Commerce, area churches and/or other educational/sporting groups originating in the Zimmerman/Livonia area. Use by Zimmerman High School/Middle School will be limited to that portion of the sign operated and maintained by the Zimmerman Booster Club.

The following groups and activities will be allowed to advertise on the Community Information Sign:

- Community Education meetings, events, announcements, and activities, excluding sporting events
 - Zimmerman Civic Club events and announcements
 - Greater Zimmerman Area Chamber of Commerce events and announcements
 - Local Youth Athletic Association activity information
 - Non-profit group meetings, fund raisers and announcements
3. The following types of announcements will not be allowed on the Community Information Sign:
 - a. Advertising material designed to directly promote the sale of commercial and retail products or services.
 - b. Nothing that involves directly or indirectly any lottery information or which involves a lottery.
 - c. No personal business "For Profit" ads.
 - d. No message including obscene or indecent material.
 - e. No editorial or personal messages.
 - f. No political statements or campaign messages.
 4. Requests for display messages should be made to the City Administrative Assistant on an Information Sign Request Form (available at www.zimmerman.govoffice.com) at least one week prior to the date requested. This rule does not in any way preclude last minute requests due to special situations. In those cases, City staff will attempt to accommodate requests as quickly as possible. No messages will be accepted without the Request Form and payment. Groups and individuals may use one of the following means to submit their message; however, no message will be displayed until payment in full is received:
 - a. In person at City Hall during regular business hours.
 - b. Via fax to 763-856-4787.
 - c. Via email to kmccconville@windstream.net
 - d. Via mail to City of Zimmerman, 12980 Fremont Avenue, Zimmerman, MN 55398.

5. The fee to display a message on the Community Information Sign by any entity or group other than local government agencies (City, Township or County) will be \$5 per message.
6. Perpetually running messages will not be allowed. The maximum amount of time any message will be displayed on the Community Information Sign is 30 days.
7. The City of Zimmerman reserves the right to edit all submissions to accommodate space limitations as necessary. All disputes arising from the display of any electronic message shall be resolved by the City Administrator or referred to the Zimmerman City Council.



City of Zimmerman

12980 Fremont Avenue
Zimmerman, MN 55398

Telephone 763-856-4666 * Fax 763-856-4787
www.zimmerman.govoffice.com

COMMUNITY INFORMATION SIGN REQUEST FORM

Please type or clearly print your message below. The message may be edited to allow it to fit on the community sign.

What are the dates you want your message posted?

Dates: from _____ to _____

Organization: _____

Contact person: _____

Address of contact person: _____

Daytime phone number of contact person: _____

I have read and understand the policy regarding use of this community sign.

(date)

(signed)

For office use only: Date Received: _____ PAID: cash _____ check # _____ Receipt #: _____

Received by: _____ Date Posted: _____