

## **Community Building Sign Procedures**

Persons or groups renting the Marion Community Building may request to place messages on the permanent sign in front of the building. In order to place a message, the person or group must legibly write out their desired message on a sheet of paper and turn it in to the front counter of City Hall. The person responsible for scheduling the Community Building will forward the message to the Public Works Secretary, who will issue a work order for the message to be spelled out on the Community Building sign.

The City reserves the right to edit any messages for length and/or content, in the case of language deemed obscene or objectionable. Messages shall contain only the purpose, date and location of the event and the name of the group sponsoring the event (for example: Downtown Business Association Annual Banquet Thursday night, 6:30 p.m.). Personal messages shall not be permitted. Messages advertising political events shall not endorse a specific candidate for any office, but may state the date, time and location of a campaign fundraising event held at the Community Building. In no case shall any message advertising an event not to be located at the Community Building be permitted, unless it is in conjunction with an event sponsored by the City of Marion.

In no case shall the City display a message more than three days before an event. If two or more persons or groups renting the Community Building wish to have their message displayed at the same time, the person or group submitting their message to the front counter of City Hall first shall have priority in having their message displayed.

Letters and keys to the Community Building are not to be given out to persons or groups renting the Community Building, except under unique situations approved by the City Manager.

No outside signs are permitted to be posted in front of or on the Community Building property, except for political signs posted on Election Day.

Implemented this 30<sup>th</sup> day of June, 2004

Bob Boyette  
City Manager