



**COMMUNITY EVENT KIOSK USAGE POLICY
FOR PUBLIC SERVICE ANNOUNCEMENTS
January 2012**

Policy Statement

This policy is intended to address publication decisions for the Village's kiosk, to enable inherently Village-based organizations to communicate public service notices regarding events such organizations are holding. The Village believes there are reasonable and desirable needs for public service notices for organizations serving residents of the Village but which are outside the span of control of the municipality. The Village further believes that such needs must be tempered in light of the limited resources available for use of the kiosk. The Village wishes to provide space for information for organizations that conduct activities relevant to the mission of the Village to promote residents' health, welfare and safety. The Village of Lincolnshire shall provide the opportunity to place information for such organizations which meet the criteria set forth below. Notwithstanding anything herein to the contrary, no organization may place any editorial content in the Village's kiosk. The opportunities provided hereby shall be limited to placing a schedule of events, including the time, place and duration, and a person to contact for additional information.

Criteria for Use

Following are the criteria that organizations must meet in order to use the Community Event Sign for public service announcements:

1. The organization must be not-for-profit and must have a significant relationship to the Lincolnshire community. A significant relationship with the Village can be demonstrated by meeting one of the following:
 - A. Having a membership of which 55% or more reside within the corporate limits of the Village.
 - B. Having a charter or other official recognition by a parent state or national organization that designates it a Lincolnshire chapter.
 - C. The Corporate Authorities hereby find that the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):

Friends of Ryerson Woods/River Committee of Lincolnshire
Lincolnshire Community Association
Lincolnshire Garden Club
Lincolnshire Community Nursery School
Lincolnshire Sports Association
Lincolnshire Swim Club
Riverside Foundation Auxiliary

Greater Lincolnshire Chamber of Commerce
School District #103 Foundation
School District #103 Parent-Teacher Organization
School District #125 Foundation
Village Club of Lincolnshire
Houses of Worship
Homeowner association management offices that serve residential developments in Lincolnshire.
Cub Scouts, Boy Scouts and Eagle Scouts
Brownies & Girl Scouts
Y Princesses and Y Guides
League of Women Voters
Lincolnshire Morningstar Rotary Club
Toastmasters of Lincolnshire

2. Being one of the following taxing bodies serving Village residents:

Lincolnshire-Riverwoods Fire Protection District
School District #103
School District #125
Vernon Area Public Library
Vernon Township
West Deerfield Township

3. Being one of the following entities serving the Village:

Federal and State Representatives for purposes of announcing the place and time of Town Meetings

Being an organization of Lincolnshire businesses whose purpose is to support and encourage business within the Village.

4. Being an organization which provides a recreational service within Lincolnshire.
5. Being an organization which provides services for people with special needs:

Special Recreation Association of Central Lake County (SRACLC)
Riverside Foundation

6. The sole exception to the not-for-profit requirement is that a Lincolnshire business may publish notice of an event, all of the proceeds from which will benefit a generally recognized charitable organization.
7. Any other requests for use of the kiosk for public service announcements must be brought to the Village Board for its approval. Such requests may only be for an organization that has a substantially similar purpose as those described herein above. Approval or disapproval may not be based on the political or religious affiliation of the organization.

Content

The announcement shall be limited to placing a schedule of meetings or events, including the time, place and duration, and a person to contact for additional information and may not contain language tending to promote a commercial or noncommercial purpose or political or religious position.

Format

Public service signs must be 44-1/2 inches high x six feet wide in size, with a thickness not to exceed 1/2". It is preferred that they be made with vinyl letters, and it is suggested that letters be at least 6" in height (with a minimum letter height of 4"), and letters should be a dark or bright color, but must have a white background. Submissions will only be accepted from organization members who are currently serving on the Board of the organization submitting the public service announcement.

Scheduling

Requests for two sides of the Community Event Sign will be honored if another organization does not desire space on the Community Event Sign at the same time.

Signs will be posted for a maximum of two weeks. During the months of March, April, September, October the Village reserves the right to limit usage to one week, depending on the demand for space during those months.

Requests will be accepted on a first-come, first-served basis.

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Signs must be delivered by the Friday before the week that the sign is to go in the kiosk.

Signs must be picked up on the Monday following the week the sign was in the kiosk. If signs are not picked up by the Wednesday following the week the sign was in the kiosk; the sign could possibly be disposed of. The Village is not responsible for storing signs. It is the responsibility of the person scheduling the reservation for the kiosk to have the sign picked up in a timely manner.

A list of signs for an entire month will be submitted to Public Works from the Executive Services Administrative Assistant the last week of the previous month for scheduling purposes.


Brett Blomberg, Mayor