



BOROUGH OF BOGOTA

Message Display Board Procedure Policy

- A. Messages submitted from municipal departments and offices and other groups and organizations will be considered in the following priority order:
 - 1. Borough sponsored or co-sponsored activities and events
 - 2. Bogota Board of Education sponsored activities and events
 - 3. Bogota based Non-Profit, Charitable Organizations
 - 4. Other Organizations approved by the Bogota Mayor and Council
- B. Proposed messages must be submitted to the Office of the Borough Administrator on the "Message Display Board Request Form" at least one (1) week prior to the activity or event.
- C. Messages containing commercial content, or activities or events sponsored by commercial or business entities are prohibited
- D. Other organizations not described above may submit a message display request in writing to the Mayor and Council for consideration. Such requests must be submitted in writing at least two (2) weeks prior to the proposed activity or event.
- E. The Borough reserves the right to deny any request or to edit the content or length of the proposed message.