

# COMMUNITY EVENT POSTINGS AT OSWEGOLAND PARK DISTRICT FACILITIES



The Oswegoland Park District recognizes the need for a community event posting procedure. District bulletin boards at the District's Centers will display publicity for programs and special events of the District and, on a space available basis, may post other community events. The outdoor reader boards, located on the grounds of Boulder Point (Zero Boulder Hill Pass, Montgomery) and South Point (810 Preston Lane, Oswego) are intended for Park District use only. These signs are used to announce programs, special events, and news pertaining to the District.

## Priority of Use

Park District programs have first priority on the facility bulletin boards. However, if park programs and events will not be affected, and there is space available, other groups may utilize the community bulletin boards if:

1. They are affiliates of the Park District.
2. They are a local government entity; such as the Village, libraries, school districts, and fire districts.
3. They are a not-for-profit group promoting an event/program that would have a positive benefit to Oswegoland Park District residents.

Due to limited space, non-Park District postings will be displayed on a first-come-first-served basis and prioritized at the discretion of the Oswegoland Park District. Oversize flyers/posters (larger than 8.5x11) will be posted as space allows. Organizations can submit up to four of the same flyers to be posted, as space is available, at Prairie Point (313 E. Washington Street, Oswego), Boulder Point (Zero Boulder Hill Pass, Montgomery), Civic Center (5 Ashlawn Avenue, Montgomery) and South Point (810 Preston Lane, Oswego). The Oswegoland Park District has the right to refuse materials for any reason.

## Guidelines

1. Displayed flyers/posters are limited to two weeks prior to the event or program, unless prior arrangements have been approved.
2. The Oswegoland Park District reserves the right to refuse requests to organizations that offer competing facilities and services or who do not advance the mission of the Park District.
3. Posting is not available at any Oswegoland Park District outdoor facilities or fields.
4. Handwritten signs will not be posted.
5. The following types of messages are prohibited:
  - Alcoholic beverages or tobacco products
  - Candidates in any election
  - Religious or political viewpoints
  - Promotion of commercial goods or services