

Section: Public Works	Policy Number: A.4.2
Sub-section: Recreation	Effective Date: April 26, 2011
Subject: Marquee Sign Messages	Revision Date: March 5, 2013

Marquee Sign Messages Policy

Purpose:

The purpose of this policy is to provide direction as to what local groups and organizations (other than the Town of South Bruce Peninsula and Peninsula Shores District School) be permitted to place messages on the marquee sign, at Town Hall and Sauble Beach.

Policy:

Messages on the marquee sign located at Town Hall, which is owned by the Town of South Bruce Peninsula and Peninsula Shores District School, and at Sauble Beach, which is owned by the Town of South Bruce Peninsula, may be displayed as follows:

1. Town of South Bruce Peninsula (TSBP) and Peninsula Shores District School (PSDS) messages take precedence on the sign located at Town Hall. Messages from other sources may be removed if a Town of South Bruce Peninsula or Peninsula Shores District School message is necessary.
2. Town of South Bruce Peninsula messages take precedence on the sign located at Sauble Beach. Messages from other sources may be removed if a Town of South Bruce Peninsula message is necessary.
3. Requests to display messages on the marquee sign must be submitted on the attached application form and directed to the Recreation Programmer for the Town of South Bruce Peninsula. Said application forms will be accepted by mail, fax, email or in person and must be received by the Recreation Programmer a minimum of two business days prior to the message being displayed.
4. Non-profit groups and organizations from the Town of South Bruce Peninsula may make requests to display messages. No businesses or for-profit groups or organizations within the Town of South Bruce Peninsula will be permitted to display messages. No businesses, groups or organizations outside of the Town of South Bruce Peninsula will be permitted to display messages unless the message is a benefit to the public at large, and this will be decided by the Department Head.
5. Messages for annual and/or one-time programs and events may be displayed for a minimum of one (1) day to a maximum of fourteen (14) days on a first-come, first-serve basis.

6. Messages for ongoing programs and events may be displayed on an ongoing basis.

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7. Messages may be a maximum six (6) lines in length and each line may include up to twenty five (25) characters (letters and spaces). Please note that shorter messages are easier to read.
8. Messages may include upcoming events, registrations and/or special announcements. Only one screen per event will be permitted.
9. The Town of South Bruce Peninsula reserves the right to edit submitted messages, if necessary. The Town of South Bruce Peninsula also reserves the right not to display submitted messages.

