

Borough of Palmyra Digital Sign Usage Policy

The Borough of Palmyra is offering the use of the two (2) digital signs. One located on Cinnaminson Ave adjacent to Chief Peyton I. Flournoy, Jr. Park, and one between Borough Hall and the Community Center, to those organizations that support and provide services to Palmyra residents. The intention of this policy is to allow the sharing of non-municipal information aimed at enhancing the lives of the residents of Palmyra. The events can also be added to the Borough's Special Events Calendar on our website at <http://boroughofpalmyra.com/calendars>.

In order to be considered for usage of the digital signs, the organization must be located and operate within the Borough of Palmyra and shall be limited to the types of organizations and types of announcements listed hereafter. Use by businesses and for-profit organizations and corporations will not be permitted.

Types of Organizations:

Schools

Churches

Emergency Medical Services

Non-Profit Organizations (including Youth Athletic Associations)

Neighboring Municipalities' Official Events

Types of Announcements

Community Events

Fundraisers

Registration Dates

Policy Rules:

1. All organizations permitted to use the sign will be limited to four (4) usages per calendar year
2. The contents of the message must be inclusive to all residents and cannot discriminate
3. The message cannot include any political or religious messages
4. The application must be received no earlier than 30 days before the event and no later than 14 days prior to the event
5. Messages will be posted for 10-14 days depending on when application is processed
6. Permitted usage will consist of one (1) slide and must be formatted per the *Digital Sign Usage Application*
7. The Borough is not responsible to act as a liaison between the residents and the organization -- the message should be clear and concise and include all relevant information
8. If requested, any supporting documentation requested by the Borough must be submitted (Supporting documents may include but are not limited to 501c3 verification, or proof of operating address)
9. The Borough of Palmyra reserves the right to deny any application that does not follow these guidelines
10. Submitting an application does not guarantee usage of the digital signs

Borough of Palmyra Digital Sign Usage Application

Please fill out the below slide on how you would like your message displayed. The message must fit within the character spaces provided (4 lines with 18 characters each); spaces count as characters. Please try to make the message as concise as possible and please include copy of 501c3 documentation for first time applicants.

Organization Name: _____

Organization Type: _____

Address: _____

Contact Person & Title: _____

Contact Phone & Email: _____

By signing below your organization has acknowledged and understood the *Digital Sign Usage Policy*. Any questions, please call (856) 829-6100.

Signature: _____ Date: _____

Mail Application to:
Borough of Palmyra
20 West Broad Street
Palmyra, NJ 08065
Attn: Digital Sign Application

Official Use Only:
Date Received: _____
Date Posted: _____
of Applications for Organization (current CY): _____