

## **VILLAGE OF PALATINE/ROTARY PLAZA SIGN DISPLAY POLICY**

The purpose of the Village of Palatine's electronic message board sign, located at the intersection of Palatine and Plum Grove Roads, is to communicate Village and community information.

### **SIGN USAGE ELIGIBILITY REQUIREMENTS**

In addition to information displayed by the Village of Palatine, Palatine based non-profit organizations whose primary function is to provide community educational, charitable, social welfare, and other nonprofit services, will be permitted to display information on the sign.

#### **Eligible organizations may include:**

- Chambers of Commerce;
- Civic leagues;
- Recreational clubs;
- Fraternal societies, orders, or associations;
- Educational institutions licensed by the Illinois State Board of Education;
- Charitable agencies;
- Government agencies and affiliates; and
- Religious institutions.

### **MESSAGE REQUEST GUIDELINES**

- A complete message request application shall be submitted to the Village for consideration.
- Submitting a request does not guarantee a message will be displayed, and the approval to display any message shall ultimately be at the discretion of the Village Manager.
- Messages shall be limited in length to what will fit on a single view of the sign.
- The Village reserves the right to edit message information for space, clarity, and content.
- Groups may request to display a message that communicates a specific event that is for the betterment of the community and pertinent to residents and/or businesses of Palatine.
- Messages other than a specific event may be requested, but will be posted at the discretion of the Village Manager.
- The maximum period a message will be displayed on the message board is four weeks.
- Prohibited messages shall include general commercial/business promotion, religious messages, political/personal opinions, social commentary, or other messages deemed offensive or inappropriate by the Village Manager.
- Businesses may request to display a message that communicates a specific/unique community event that differs significantly from their regular business activities. The specific/unique community event must be for the betterment of the community and pertinent to residents of Palatine.
- Non Village messages will be displayed between the hours of 6 AM and 11 PM.

Visit the [online Community Sign Message Request Form](#) to submit a message board display request.