

## **Message Board Policy**

The purpose of the Community Access Message Board is to inform citizens of City or community events, announcements, and notices, to include all departments, boards, and commissions. As space allows, the City will use the message board to promote “qualifying community events” on a first come-first served basis. No more than three non-City events will be included in the message rotation on any given day. A qualifying community event is defined as a carefully planned legal gathering that is open to the public; includes programming and involves a targeted theme or cause taking place in Anderson, Oconee and Pickens County that contributes to the betterment, general health and welfare of the Clemson Community.

## **Eligible Participants**

- Local Governments in Pickens County
- Non Profit organizations based in Clemson or those that have local chapters
- Public education institutions located in Pickens County

## **Procedure**

- Each message will be reviewed by the City of Clemson for conformance with eligibility and content guidelines. Priority is given first to City sponsored events and Information
- Messages may be submitted to the Administration Department in person, by fax or email. Messages must be submitted in text format only.
- Messages must be submitted as least 1 week prior to the scheduled event.
- All messages are subject to editing and condensation
- Messages may not be posted more than 15 consecutive days
- Each message displayed shall remain fixed for a minimum of 30 seconds

## **Prohibited**

- Solicitation of funds or promoting the sale of products other than for eligible organizations
- Unauthorized use of copyrighted information or trademarking
- No message will be approved that is illegal, sexually explicit, offensive, or obscene, or those that violate any of the City’s equal opportunity or anti-discrimination /harassment policies.
- Advertising or promoting businesses, group fundraisers or events that do not serve a cultural, social, or education purpose or promote the general health and welfare of the community.
- Commercial postings
- Political notices/petitions except for those required by law
- Personal notices

## **Disclaimer**

The Community Access Message Board is provided as a free public service. Therefore, while the City shall endeavor to ensure messages are transmitted accurately and in a timely manner, the City assumes

no liability in connection with non-city message board material and makes no warranties or representations that any message will in fact be transmitted accurately or at any particular time. The responsibility for the factual accuracy of the information as submitted rests with the originator of the information.