



KIWANIS COMMUNITY BULLETIN BOARD

POLICIES AND PROCEDURES

THE PURPOSE OF THE KIWANIS COMMUNITY BULLETIN BOARD IS TO GIVE LEGAL NOT-FOR-PROFIT ORGANIZATIONS AND/OR POLITICAL SUB-DIVISIONS OF WAYNE COUNTY THE OPPORTUNITY TO PROMOTE THEIR EVENTS AND ACTIVITIES THROUGHOUT THE YEAR WHICH ARE A SPECIAL EVENT IN CHARACTER, IN PARTICULAR, THOSE OF AN ANNUAL NATURE. USE OF SPACE SHALL BE LIMITED TO ONE LIFE PER EVENT OR ACTIVITY AND WILL BE GRANTED NORMALLY FOR A PERIOD OF ONE (1) WEEK. LISTINGS WILL BE ROUTINELY MADE ON MONDAY, SUBJECT TO WEATHER CONDITIONS AND AVAILABILITY TO INFORMATION. THE LISTING WILL BE GRANTED FOR A PERIOD OF NO LESS THAT THREE (3) DAYS AND NO MORE THAN SEVEN (7) DAYS, SUBJECT TO THE NUMBER OF REQUEST BY ALL ORGANIZATIONS FOR THE PERIOD OF TIME REQUESTED.

USE OF BOARD

USE OF THE BOARD SHALL BE LIMITED TO LEGAL NOT-FOR-PROFIT CORPORATIONS AND/OR POLITICAL SUB-DIVISIONS OF WAYNE COUNTY. KIWANIS AND THE WAYNE COUNTY CONVENTION AND TOURISM BUREAU RESERVE THE RIGHT TO REQUEST VERIFICATION OF I.R.S. STATUS.

THE BOARD SHALL NOT BE USED FOR THE FOLLOWING PURPOSES:

- A. RELIGIOUS AND/OR POLITICAL ENDORSEMENTS OR ANNOUNCEMENTS
- B. ANNOUNCEMENTS OR ENDORSEMENTS OF A CONTROVERSIAL NATURE
- C. WEEKLY, MONTHLY, OR BI-MONTHLY ACTIVITIES
- D. RACIAL OR PREJUDICIAL EVENTS OR ACTIVITIES
- E. EVENTS OR ACTIVITIES NOT OPEN TO THE PUBLIC

PRIORITY OF USE

THE BOARD SHALL PRIMARILY BE AVAILABLE ON A FIRST COME, FIRST SERVE BASIS, FOLLOWING KIWANIS ACTIVITIES. NO APPLICATIONS WILL BE ACCEPTED MORE THAT 120 DAYS IN ADVANCE OF THE FIRST DAY OF THE PRIMARY REQUESTED PERIOD OF USAGE AND SHALL NOT BE ACCEPTED ANY LATER THAN SIXTY (60) DAYS IN ADVANCE OF THE FIRST DAY OF THE PRIMARY REQUESTED PERIOD OF USAGE.

CANCELLATIONS AND POSTPONEMENTS

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ADVISE THE WAYNE COUNTY CONVENTION AND TOURISM BUREAU OF ANY CANCELLATION OR POSTPONEMENT WHICH SHALL AUTOMATICALLY FORFEIT THE APPLICANTS USE OF THE BOARD FOR SAID PARTICULAR EVENT OR ACTIVITY. THE APPLICANT MAY RE-SUBMIT THEIR REQUEST IF TIME ALLOWS WITHIN THE POLICIES AND PROCEDURES OF THE KIWANIS COMMUNITY BULLETIN BOARD.

NO FORMS WILL BE CONSIDERED ACCEPTED UNLESS ALL INFORMATION IS COMPLETE AND LEGIBLE.