



**COMMUNITY ELECTRONIC SIGN  
REQUEST FORM**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Message display date(s): \_\_\_\_\_

Limited to 30 days or less.

Sign Location: Southwest corner of Butterfield Road (Route 56) and Batavia Road

**Proposed “EXACT” wording for sign. Keep wording concise. Avoid spelling out complete sentences. Short and simple words are recommended for passing motorists.**

(limited to three lines):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- By checking this box and signing below, I acknowledge that I have read and agree to the City’s Community Electronic Sign policy.
- I further acknowledge that I understand the City has the sole authority to remove any message from the Community Sign at any time and for any reason.
- I have enclosed the required documentation demonstrating my organizations status as a public entity or a designated 501(c)(3) non-profit agency.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## COMMUNITY ELECTRONIC SIGN POLICY

### Section 1 – Purpose

This policy establishes the City of Warrenville’s guidelines for the use of the Community Electronic Sign (Community Sign). This policy applies to all employees and officers of the City, and applicants requesting to post a message to the Community Sign.

### Section 2 – Objective of the Community Sign

The goal of the Community Sign is to convey information about Warrenville programs, events, services, and initiatives, or raise awareness about City and community issues.

### Section 3 - Guiding Principles

All Community Signs are subject to the following rules and guidelines:

1. All Community Signs will be maintained and monitored by Authorized Users during normal business hours. During an emergency event, the designated Public Information Officer or their designee may post outside of normal business hours to keep the public informed.
2. The Community Sign will not be used to:
  - a. Directly or indirectly endorse any person or organization that is not directly associated with the City or other Warrenville public agency.
  - b. Endorse or promote a political campaign, candidate, or ballot measure.
  - c. Solicit, advertise, promote or endorse any commercial, financial, or religious agency or organization. The City reserves the right to post advertisements or commercial messages, which are approved at its sole discretion.
3. Messages posted to the Community Sign must comply with applicable federal, state, county, and City laws, ordinances, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, records retention, the Freedom of Information Act, and privacy and information security policies and protocols established by the City or imposed by existing laws.
4. Members of the public that wish to post to the Community Sign must submit the Community Electronic Sign Request Form and meet the following requirements:
  - a. The requestor must represent a Warrenville organization that is sponsoring an event, which is open to the Warrenville community and primarily for not-for-profit and non-commercial purposes, including, without limitation, a Warrenville not-for-profit organization hosting a fundraising event open to the Warrenville community.
  - b. Reservation requests must be submitted with the appropriate application form. Documentation evidencing the organizations 501(c)(3) status will be required.
  - c. Reservation requests must be submitted at least 30 days in advance, but no more than 60 days in advance, of the reservation dates requested.
  - d. Message run time is limited to no more than one month (30 calendar days) per reservation or event.

- e. While there is no limit on the number of reservations an organization may submit, the City reserves the right to limit the number of messages displayed at any one time to keep the sign board relevant, at its sole discretion.
- f. Messages should be concise and should contain basic information about the event (what, when, where, how, and how much). City authorized users may edit the message to improve readability, to make it fit, or to insure the message is grammatically correct.
- g. Reservation dates will be issued on a first-come, first-served basis. However, the City retains the right to approve or deny any request at its sole discretion. The City's use of the Community Sign takes precedence and can replace existing messages at any time without notice.
- h. Content that is graphic, obscene, explicit, abusive, threatening, hateful, inflammatory, intended to defame anyone or any organization, compromise the safety or security of the public or public facilities, or suggest or encourage illegal activity will not be permitted.
- i. Content that promotes, fosters, or perpetuates discrimination on the basis of race, religion, color, age, gender, marital status, national origin, physical or mental disability, gender identity, or sexual orientation, will not be permitted.

#### Section 4 – Message Formatting

All messages posted to the Community Sign must follow these formatting requirements:

1. Messages on the Community Sign are limited to three lines per layer (screen). Messages will be limited to no more than two layers per event or notice.
2. Messages will remain fixed within the display area for a minimum of ten seconds per layer.
3. The message display will not include any animation, flashing, scrolling, or otherwise moving message. Messages must instantaneously change without transitions or off time.
4. Authorized City Staff will determine the appropriate font style and size to enhance readability of the message. Font will be bold, simple, and utilize the full width of the sign. No cursive or script like font will be used.
5. Fluorescent background colors will be avoided. Contrasting text and background colors must be chosen to enhance readability.

Questions should be directed to the Communications Coordinator, (630) 836-3068 or by email to:

Paula Krapf  
Communications Coordinator  
pkrapf@warrenville.il.us