

COLDWATER BOARD OF PUBLIC UTILITIES  
POLICY

EFFECTIVE DATE

7/27/06

SUBJECT

USE AND CHARGES FOR USE OF THE CITY ONE  
MESSAGE BOARD

NUMBER

PO-4

SUPERSEDES: Previous Policy Dated 10/20/98

APPLICATION:

This policy will cover what types of messages will be allowed to be carried and any associated charges for carrying messages on the CBPU City One message board.

OBJECTIVE:

To define the policy for allowing messages to be placed on the message board, the period of time allowed, length of message, allowable content and associated charges.

INFORMATION:

The City One message board is available to anyone who wishes to place a message on it except it is not available for personal messages.

Content:

The personnel of the Telecommunications Utility will have the responsibility of deciding if the content of the message is acceptable. Political advertisements are not allowed.

Length:

Messages will be limited to no more than 35 words unless prior arrangements are made.

Period of Time:

Messages will be run on a weekly basis Monday AM to Monday AM, but limited to run no more than four weeks unless prior arrangements are made. All messages must be received by the Telecommunications Utility not less than one week prior to the date the message is to be run.

APPROVED BY: Members of the Board of Directors

7/27/06

Date

COLDWATER BOARD OF PUBLIC UTILITIES  
POLICY

EFFECTIVE DATE

7/27/06

SUBJECT

USE AND CHARGES FOR USE OF THE CITY ONE  
MESSAGE BOARD

NUMBER

PO-4 (cont'd.)

Procedure:

Persons wishing to use the message board should provide a typed copy of their proposed message to the Telecommunications Utility not less than one full week prior to the date they want the message to run. Message must be accompanied by name, address and phone number. Personnel of the Telecommunications Utility will check the message for length and proper content and assign the dates the message is to appear. Should the message not meet the length or content requirements, the customer will be contacted and given an opportunity to change the message.

Prices:

Announcements and schedules for all non-profit organizations will be run for a period not to exceed four weeks at no charge.

Happy Birthday and Anniversary announcements will be run for a period not to exceed one week. There will be no charge for an announcement without a picture.

All other messages and advertising will be priced at \$5.00 per week as long as the length and content requirements are met.

APPROVED BY: Members of the Board of Directors

7/27/06  
Date