



## **POLICY REGARDING THE BOROUGH OF RINGWOOD'S DIGITAL SIGNS**

Goals of the sign: The sign is to be primarily used to inform the public about municipal government information but may also be used to announce events and programs that are of interest to the community. The sign will also provide information regarding emergency weather updates, road closures, and/or other public safety announcements.

### **Posting Priority**

- Postings by the municipal government are allocated first priority. Postings by civic, non-profit and church/ denominations are permitted as set forth below. **No other entity or person is permitted usage of the sign.**

### **Civic, Non-Profit, and Church/Denominations Announcements**

- Postings are restricted to announcements by Civic, Non-Profit and Church/Denominations entities located in the Borough of Ringwood.
- Up to 2 slides per week will be allocated and distributed on a first come, first serve basis. - Allocated slides will run on a weekly basis, beginning on Mondays. Announcements will be posted no more than two weeks prior to an event.
- Posting requests can be made no more than a month prior to desired posting date.
- Only one announcement per event will be allowed.
- The Borough of Ringwood does not guarantee that any or all requests will be approved.
- Approval of requests is at the discretion of the Borough.
- The Borough of Ringwood reserves the right to alter the announcement request to fit proper sign formats.
- Posted announcements may be replaced with emergency Borough information without notice to the organization.

### **Exclusive Use of Sign**

Use of the sign is limited to the entities mentioned above.

### **Posting Requests**

- Posting Requests can be submitted to [jhuber@ringwoodnj.net](mailto:jhuber@ringwoodnj.net).