



## CITY OF JUNCTION CITY

680 Greenwood  
PO Box 250  
Junction City OR 97448  
Phone: 541-998-2153  
Fax: 541-998-3140

### Community Reader Board Application

**Eligible User Groups:** Service Clubs, Non-Profit Organizations, Community Activities/Events open to the general public.

**Fee:** None.

**Use Opportunity:** Authorized groups can have an approved message posted on the Community Reader Board for a period of one week (7 days) from Monday to Monday.

**Applications must be received two weeks prior to the requested posting date:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Phone (Daytime): \_\_\_\_\_ (Evening): \_\_\_\_\_

Dates of Request From: \_\_\_\_\_ To: \_\_\_\_\_  
(Monday) (Monday)

Text: (Maximum 18 spaces per line. Total of 4 lines)

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

- Please submit completed application to the City Recorder at 680 Greenwood Street.
- Use of the reader board is on a "first come, first serve basis."
- You will be contacted to confirm approval of your request.
- **Applicant will be responsible to post message on the reader board**

**(Please see other side of application for policy and signature)**

**Community Reader Board Rules and Policies:**

The Community Reader Board is available for use by general public, the public educational community, community services groups, and organizations for promotion of Junction City community events. Posting of City of Junction City information takes priority over any other request.

Unacceptable types of information would include:

- 1. Information which is not of general public interest.
- 2. Commercial/Individual Business advertising.
- 3. Political messages.

The applicant will be responsible to post the message on the reader board, as the City no longer has a volunteer to provide this service. The letters and pole can be picked up from City Hall on Monday from 8:00 a.m. to 5:00 p.m.

The City reserves the right to refuse to post all or any portion of a message which promotes any activity which is illegal under City, State, or Federal law, or which is defamatory, misleading, fraudulent, obscene, or indecent.

The applicant/organization agrees to indemnify the City of Junction City, all elected officials, agents, and employees thereof, and to save the same harmless from and against all actions or causes of actions, claims, demands, liabilities, loss, damage, or expense of whatsoever kind of nature, use of City property for the above described purpose by the applicant/organization.

\_\_\_\_\_ Date: \_\_\_\_\_  
**Applicant Signature** on behalf of the Organization

\_\_\_\_\_  
FOR OFFICIAL CITY USE:

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_