

POLICIES AND PROCEDURES

THE PURPOSE OF THE KIWANIS COMMUNITY BULLETIN BOARD IS TO GIVE LEGAL NOT-FOR-PROFIT ORGANIZATIONS AND/OR POLITICAL SUB-DIVISION 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 LINE 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 THAN THREE (3) DAYS AND NO MORE THAN SEVEN (7) DAYS, SUBJECT TO THE NUMBER OF REQUESTS 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

PLEASE READ CAREFULLY CONCERNING DUE DATES FOR YOUR FORM(S).

THE BOARD SHALL PRIMARILY BE AVAILABLE ON A FIRST COME, FIRST SERVE BASIS, FOLLOWING KIWANIS ACTIVITIES. NO APPLICATIONS WILL BE ACCEPTED MORE THAN 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.

THE KIWANIS CLUBS OF RICHMOND RESERVES THE RIGHT TO DENY AND REQUEST IT DEEMS NOT WITHIN THE POLICIES AND PROCEDURES OF THE KIWANIS COMMUNITY BULLETIN BOARD. IT FURTHER RESERVES THE RIGHT TO LIST AN ACTIVITY OR EVENT IT DEEMS AS BENEFICIAL TO THE COMMUNITY AS A WHOLE IF SPACE FOR THE PERIOD OF USAGE IS AVAILABLE AND HAS NOT BEEN APPLIED FOR WITHIN THE POLICIES AND PROCEDURES OF THE KIWANIS COMMUNITY BULLETIN BOARD. MAJOR COMMUNITY WIDE EVENTS WITHIN A SPECIFIC WAYNE COUNTY COMMUNITY SHALL AUTOMATICALLY BE RESERVED FOR THAT EVENT SUBJECT TO THE NORMAL POLICIES AND PROCEDURES OF THE KIWANIS COMMUNITY BULLETIN BOARD

I HAVE READ, FULLY UNDERSTAND, AND AGREE TO THE POLICIES AND PROCEDURES OF THE KIWANIS COMMUNITY BULLETIN BOARD. I HEREBY ACKNOWLEDGE THAT I AM AN AUTHORIZED REPRESENTATIVE OF THE LEGAL NOT-FOR-PROFIT CORPORATION OR POLITICAL SUB-DIVISION NAMED ABOVE AND THUS HOLD HARMLESS THE KIWANIS CLUBS OF WAYNE COUNTY, THE WAYNE COUNTY CONVENTION AND TOURISM BUREAU, AND THE WAYNE COUNTY BOARD OF COMMISSIONERS FOR ANY INCORRECT AND/OR FALSE INFORMATION USED ON THE KIWANIS COMMUNITY BULLETIN BOARD. I FURTHER UNDERSTAND THAT KIWANIS RESERVES THE RIGHT TO ABBREVIATE INFORMATION LISTED ABOVE TO REMAIN WITHIN THE ALLOWABLE NUMBER OF CHARACTERS FOR MY LISTING.