

CITY OF FOSTER CITY
Parks and Recreation Department
**Marquee Electronic Message Center
Policies and Procedures**

1. The purpose of this policy is to ensure that the City of Foster City's Electronic Message Center Marquee does not become public fora or limited public fora, but rather is maintained for the exclusive use of the City of Foster City in communicating matters of general public interest.
2. Information regarding the following type of events may be posted on the Electronic Message Center Marquee:
 - a. City meetings (e.g., Council, Commission and Committee meetings)
 - b. City sponsored events
 - c. Relevant meetings of any non-City government agency
 - d. Events open to the general public for which the City approves a special events permit and/or approves the use of public rights-of-way or City property
3. New messages will be posted on the Electronic Message Center Marquee once a week. A message may run for a maximum of fourteen (14) days.
4. All requests for postings must be submitted on the Foster City Electronic Message Center Marquee application form at least 2 weeks prior to the requested posting date, but no more than 60 days prior to the requested posting date. No information may be submitted by telephone.
5. All applications must include event name, date, time, place, contact person's name and phone number and, if available, email address. Graphics (i.e. logo) may be attached with the application.
6. Requests submitted by City Departments have priority. With all other submissions, messages will be posted on a first come-first serve basis based upon the time and date the message is received by the City.
7. The length of messages is limited due to the size of the sign. The number of messages which appears at any given time period is also limited because the system can only accommodate up to ten individual messages at any one time.
8. The City offers no guarantee with respect to posting of messages on the marquee or the number of seconds during which the message will be displayed. Prospective users are encouraged to use a variety of media for events and not to rely solely on the marquee.

James C. Hardy, City Manager

Date