

**City of Carlyle Message Center**  
**Message Application**

Name of Person  
Making Application: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Org. Address: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Please specify the exact phrasing of the message you wish to appear on the Carlyle Message Center (Please note, the message may be edited for clarity or space. The message may not appear exactly as you have presented):

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I acknowledge receipt of the City of Carlyle Message Center Policy (please initial): \_\_\_\_\_

\_\_\_\_\_  
Signature

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(Do not write below line, for office use only)

Application received: \_\_\_\_\_

Action taken: \_\_\_\_\_ Date of Action: \_\_\_\_\_

City Administrator: \_\_\_\_\_

## **City of Carlyle Message Center Policy Message Policy**

To promote economic development and overnight guest in Carlyle hotels, the City makes available the Carlyle Message Center for promotion of “community events.” The City makes available space for messages on the Message Center **free of charge** for approved messages. Messages that are not approved will not be permitted on the Message Center. Events must not necessarily take place in Carlyle in order for them to be considered approved.

Location of the Message Center is made available by the U.S. Army Corps of Engineers.

1. Messages of the following type will be considered “approved” messages and will be permitted to appear on the Message Center. All other messages will be considered “not approved.”
  - a. Messages that promote community events. An event will be considered a “community event” if the City determines that it will encourage overnight guests to stay in Carlyle hotels. Participation in or attendance at a community event must be open to the general public.
  - b. Messages that promote overall economic development of the City.
  - c. Messages that promote City services.
  - d. Messages that promote public health and safety.
  - e. Public service messages authorized by the U.S. Army Corps of Engineers.
  - f. Messages that meet the requirements of Paragraph 3.
2. Notwithstanding Paragraph 1 above, the following types of messages will be considered “not approved”:
  - a. Messages that are obscene or that contain offensive language or portray offensive messages.
  - b. Political messages.
  - c. Messages intended to market a specific business or organization when not considered to promote the overall economic development in Carlyle or overnight guests in Carlyle hotels. *Example: Please shop “My Store” during the Saturday sale.*
3. Messages to be considered for posting on the Message Center must be submitted to the City Administrator, at City Hall, by 4:30 p.m. on the following days:
  - a. The 1<sup>st</sup> and 15<sup>th</sup> of each month.
  - b. For months in which the 1<sup>st</sup> or 15<sup>th</sup> falls on a Saturday or Sunday, the immediately preceding Friday.
4. All submitted messages will be deemed “approved” or “not approved” by the City Administrator using this written policy. Message submitters who are not satisfied with any decision rendered by the City Administrator may appeal directly to the City Council. Appeals may be included on the agenda of the next regularly scheduled meeting of the City Council.