

INCLINE VILLAGE VETERAN'S CLUB

GUIDELINES AND PROCEDURE FOR THE USE OF THE VETERANS CLUB MESSAGE BOARD

1. The message board is owned by the Incline Village Veterans Club. It is provided only for public service announcements to this community.
2. The Veterans Club will always have priority use of the message board.
3. The Veterans Club will try to display messages as submitted, however the Club shall have the right to edit, amend, or refuse any request to display a message on the message board.
4. Messages will be accepted for display:
 - a. that announce events or functions to which the entire community is invited.
 - b. that do not promote any particular political party or position.
 - c. that do not promote any particular religion or cause.
 - d. that are not in conflict with the principles of the Veterans Club.
5. Organizations will be allowed to display messages on a "first come-first served" basis.
6. Messages may be displayed for a maximum of two weeks preceding an event or function. Shorter display periods may be imposed by the message board manager depending on requests for use of the message board.
7. A completed Message Display Request Form must be submitted to the message board manager prior to each display.
8. The applicant's signature on the application form shall constitute a release from any liability of the Veterans Club resulting from the display of messages on the Board.
9. There are costs associated with operation and maintenance of the message board. The Veteran's Club feels that the users who benefit from the publicity provided by the board should help defray those costs. It is suggested that users of the message board donate to the Veteran's Club a minimum of \$5.00 per day (\$30.00 per week) that their message is displayed. This donation should be given to the Veteran's Club prior to the starting date of their message display. Credit card payments are accepted on the website and cash, check or credit card payments are accepted at the Recreation Center desk. Check or cash may be given to the sign manager.

PROCEDURE

1. Download Guidelines & Procedures from IVGID website and follow links shown below to IVCB Veterans Club.
2. After reading and understanding guidelines, fill out the application. Application must be signed by a responsible person from the applicant organization.
3. Return completed application either electronically or in person to Recreation Center desk or in person to the sign manager.
4. Your donation can be either cash or check if returned directly to Sign Manager. It can be by cash, check or credit card if returned to Recreation Center desk. It can be by credit card if returned electronically.
5. When completed application is received by the sign manager he will schedule and post the display. It is expected that a member of the applicant organization assist the sign manager in the actual posting of letters.

CONTACT INFORMATION

Sign Manager, cell phone 775-846-0035

Veterans Club, Recreation Center, 980 Incline Way, Incline Village. Phone 775-832-3810

Phone 775-832-1302

Email: jlm@ivgid.Org

Website – ivcbveteransclub.org/communitysignboard