

# Electronic Message Boards User's Policy



## Purgatory Creek Recreation Area and Mitchell Road Boards

The purpose of the Electronic Message Boards at the Purgatory Creek Recreation Area and at Mitchell Road is first and foremost to communicate City of Eden Prairie information to the residents and businesses of Eden Prairie. Secondly, the boards will be available for the Eden Prairie School District. Requests from the schools will need to go through the district's communications department and no more than two messages from the schools will run at any one time.

### OTHER PROSPECTIVE USERS

- **Eden Prairie non-profit service organizations** may request an event message to be displayed on the message boards. (Lions, Kiwanis, Rotary, etc.)
- **Athletic associations** that work in conjunction with the Eden Prairie Parks & Recreation department may request that a message be displayed.
- **Other Eden Prairie non-profit groups** may request a message be displayed *if their event is co-sponsored with the City of Eden Prairie.*

Organizations not matching the criteria above may request that a link to their website be posted on the City of Eden Prairie's website by calling the Communications Hotline at 952-949- or emailing information to [communications@edenprairie.org](mailto:communications@edenprairie.org).

### EVENT MESSAGE REQUIREMENTS

- **A request to display a message does not guarantee the message will run.**
- The City of Eden Prairie reserves the right to edit message information for space, clarity & content.
- Exact message wording must be submitted in writing (via mail on the City's form or by email). A contact name and phone number must be included on all requests.
- Groups may request to display a message that communicates a specific event. The message must contain a title, location, date, time and the user's group name.
- The event must be for the betterment of the city and pertinent to residents and/or businesses of Eden Prairie.
- Messages other than a specific event may be requested, but are at the discretion of the City of Eden Prairie's Communications Manager.

### MESSAGE TIMEFRAME

- Message requests should be submitted at least two weeks prior to when you want the message to run.

- The maximum time that a message will be displayed on the message board is two weeks.
- One message per group will be displayed on the message board at one time. Additional messages submitted will need to be approved by the City of Eden Prairie's Communications Manager.

**SUBMIT** Message Board Requests using the Electronic Board Form to:

City of Eden Prairie  
8080 Mitchell Road  
Eden Prairie, MN 55344 or via e-mail [@edenprairie.org](mailto:@edenprairie.org)

If you have questions about this policy, please send a message to [communications@edenprairie.org](mailto:communications@edenprairie.org) or leave a voice mail at 952-949- .

Effective 8/26/04