

City of Harrisburg
120 Smith St
PO Box 378
Harrisburg, OR 97446



Phone: (541)995-6655
Fax: (541)995-9244

Community Reader Board Application

Please review the reader board rules and policies on the reverse page prior to submitting. Applications must be received two weeks prior to the requested posting date. Late applications will be considered but cannot be guaranteed.

Name: _____

Organization: _____

Mailing Address: _____

Email Address: _____ Phone: _____

Date(s) of Requested _____

(The City will do its best to accommodate your requested dates but can't guarantee the entire time frame.)

Please keep all request to a maximum of 21 spaces per line and 4 lines in total. If more information is needed, please use one of your lines for a contact number. City Staff cannot answer questions on behalf of your event.

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

*****Please note that less wording is more effective and easier for drivers to read.** Photos and pictures can also be accepted in JPEG form, the lower the resolution the better. Please note that the order of your request is subject to change.

If your event meets our criteria, the City will do its best to post your message. The use of the reader board is on a first come first serve basis. You will be contacted by the City at the earliest opportunity to confirm the approval or denial of your request.

Please sign below indicating you have read our rules and policies.

Applicant Signature

Date

Reader Board Rules and Policies:

- The Harrisburg Reader Board is available for use by the public residing in Harrisburg, Harrisburg School District, Harrisburg Rural Fire Department, Community Service Groups, and organizations for promotion of Harrisburg Events.
- Postings by the City of Harrisburg take precedence over any other request.
- There will be a limit of 5 active messages at one time. During flushing season or during other City Public events, this may be reduced at the discretion of City Hall.

Events Allowed Include:

- Local Sporting Events
- School Activities
- Birthday/ Anniversary/Retirement Request for residents of Harrisburg only (Limited to the day of the event)
- Community Events
- Any other events deemed appropriate by City Staff

Events Not Allowed:

- Garage Sales (Except for the general notice for the City-Wide Garage Sale)
- Meetings (Town Halls will be permitted)
- Advertisements/Promotions for Commercial/Individual Business's
- Employment Opportunities for anyone other than The City of Harrisburg
- Political Messages
- Any information that is not beneficial to the Harrisburg Community
- Any activity which is illegal under City, State or Federal Law
- Information that is defamatory, misleading, fraudulent, obscene, or indecent

Fee: No Fee

Length of Use: Most messages will be allowed for 7 days maximum. Exceptions to be determined by City Staff.

Please submit completed applications to the City Recorder, Lori Ross at lross@ci.harrisburg.or.us or drop off at City Hall located at 120 Smith St.

Applicant Information:

For Official City Use:

Application Received by: _____ Date Received: _____

Application Approved by: _____ Date Approved: _____