

# BOROUGH OF TENAFLY

## Message Display Board Request Form

Use this form to request display of a message on the Borough's electronic message display board located at the corner of Riveredge Road and Tenafly Road. Submit completed form to Office of Borough Administrator at least one (1) week in advance of an event. Email form to Valerie Nicolosi [vnicolosi@tenafly.net](mailto:vnicolosi@tenafly.net) Instructions and display procedure and policy on reverse side of this form.

**Applicant** (check one)

- Borough of Tenafly offices. Specify department: \_\_\_\_\_
- Tenafly youth league. Specify name: \_\_\_\_\_
- Tenafly Board of Education. Sponsored activity or event: \_\_\_\_\_  
*\*Forms must be signed by the principal*
- Tenafly based non-profit, charitable organization.  
 Specify organization name: \_\_\_\_\_
- Other. Specify name(s): \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ End Date: \_\_\_\_\_

***Fill in your proposed message in the spaces below. Your message should not exceed twenty (20) characters per line and not more than seven (7) lines. Message will be edited to fit space availability. Fewer lines provide better quality text and visibility.***


**Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

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**(For office use only) Approved by:** \_\_\_\_\_

# **BOROUGH OF TENAFLY**

## **Message Display Board Procedure & Policy**

- A.** Messages submitted from municipal departments and offices and other groups and organizations will be considered in the following priority order:
- 1.** Borough sponsored or co-sponsored activities and events.
  - 2.** Tenaflly youth leagues.
  - 3.** Board of Education sponsored activities and events.
  - 4.** Tenaflly-based non-profit, charitable organizations.
  - 5.** Other organizations approved by Mayor and Council.
- B.** Proposed messages must be submitted to the Office of the Borough Administrator on the “Message Display Board Request Form” at least one (1) week prior to the activity or event. Email forms to Valerie Nicolosi [vnicolosi@tenafly.net](mailto:vnicolosi@tenafly.net)
- C.** Messages containing commercial content, activities or events sponsored by commercial or business entities are prohibited.
- D.** Other organizations not described above may submit a message display request in writing to the Mayor and Council for consideration. Such requests must be submitted in writing at least two (2) weeks prior to the proposed activity or event.
- E.** The Borough reserves the right to deny any request or to edit the content or length of the proposed message.