

# **South Greensburg LED Message Center**

South Greensburg Borough Council has erected a LED Message Center to display messages from the Borough and its various agencies: Police, Fire, Recreation and other related activities. Residents and/or organizations of South Greensburg will also be offered the opportunity to display messages to the community at large.

## **What is the LED Message Center?**

The LED Message Center (LMC) is located at the corner of Broad Street and Huff Avenue, South Greensburg, PA. Its purpose is to provide a means to display messages that benefit the community.

## **What types of messages can be displayed on the LMC?**

Messages from community service entities for events that provide a clear benefit to the local community are eligible. In keeping with the principles upon which the Borough was founded, political or religious messages will not be permitted. South Greensburg Borough Council reserves the right to reject any message that is deemed to fall outside the mission of the project. Specific message content eligibility criteria can be found in the section titled Eligibility.

## **Who can request to have their message displayed on the LMC?**

In general, the LMC is for service, public safety, educational and government related entities. Specific entity eligibility criteria can be found in the section titled Eligibility.

## **How and when are messages displayed?**

All messages are displayed on a weekly basis. Accordingly, messages are displayed Monday through Sunday 24 hours a day.

## **How many times per day will a message be displayed?**

Any one message will be displayed quite often. The specific number of times is dependent on the total number of messages being displayed on any given day.

## **What is the maximum length of a message?**

There is no maximum message character length, however it must be limited to 3 lines each on 3 full frames. Use the space on the attached form to prepare your message content. Remember **SHORTER IS BETTER** as your message can be displayed and retained quicker and easier by the motoring public.

## **What message size works best?**

While the maximum message size is 3 frames, for maximum readability and delivery of a message to the motoring public, shorter is preferable. It is suggested that some time and thought be given to preparing a message that effectively delivers the required information in as few characters as possible.

## **Is there a fee to display a message?**

Yes. While the Borough Council funded the acquisition and installation of the sign, the project criteria specified that the sign become self-sufficient for day-to-day operation. Therefore, a fee per message has been established to cover, utilities, insurance, maintenance, and eventual replacement of the sign. Fees are \$15.00 for a 2 week period and \$5.00 for a 3 day personal message.

**What are the message request submission timelines?**

With the message display week starting every Monday, a properly submitted message request form must be received by the Borough of South Greensburg 3 days before the Monday start date of your message.

**Is there a minimum or maximum time period that a message can be displayed?**

Event messages can be displayed for a two-week minimum and a one-year maximum in two week increments. The South Greensburg Borough Council reserves the right to restrict the time period any message is displayed. A week is defined as Monday through Sunday.

**How is a message request submitted?**

The message request for, including payment, must be mailed via the United States Postal Service (USPS) or delivered to the Borough Office to the address provided on the form.

**What payments methods are accepted?**

Payment can be made by cash or check made payable to the "Borough of South Greensburg."

**Eligibility****The requesting individual or organization must meet all of the following requirements:**

1. The message must clearly serve or promote an educational, charitable, or public service event or purpose, or business purpose.
2. Requests from political organizations will be denied.
3. Requests to display message content of a political or religious nature will be denied except for fundraising events for religious organizations or alcohol related messages are not permitted nor messages deemed by the Borough to be unacceptable because of discriminatory content or content that is questionable for the public.
4. Special requests such as birthdays and anniversaries may be displayed for 3 days.
5. Borough Council retains the right to deny any request for any reason.
6. Borough Council retains the right modify a message to improve its display.
7. Borough Council reserves the right to change requirements at anytime without notice. Please visit the Borough of South Greensburg website ([www.southgreensburg.org](http://www.southgreensburg.org)) to download and use the latest version of this document.
8. Only one event or message may displayed per request.
9. Clearly and legibly complete all of the information required by the form attached.
10. Mail or deliver the completed form to Borough of South Greensburg, 1515 Poplar Street, South Greensburg, PA 15601
11. Make checks payable to: "Borough of South Greensburg."
12. Forms with payment must be received prior to the message being displayed.

# Borough of South Greensburg LED MESSAGE CENTER REQUEST

Name of Individual or Organization		
Address		
City, State, Zip		
Contact Name	Email	Phone

## MESSAGE

<b>F R A M E  1</b>	Line 1
	Line 2
	Line 3
<b>F R A M E  2</b>	Line 1
	Line 2
	Line 3
<b>F R A M E  3</b>	Line 1
	Line 2
	Line 3

Monday Start Date (mm/dd/yyyy)		Number of Weeks Message is to Appear	
<b>PERSONAL MESSAGES ONLY</b> (Limited to One Frame)	Day 1 (mm/dd/yyyy)	Day 2 (mm/dd/yyyy)	Day 3 (mm/dd/yyyy)
<b>PAYMENT DUE</b> <input type="checkbox"/> 2-Week Message = \$15.00 <input type="checkbox"/> 3-Day Personal Message = \$5.00			
<p>I certify that I am authorized to submit this request by the individual/organization named above. Further, it is agreed that the Borough of South Greensburg will not be held liable for any actions including errors or omissions, regarding the processing, possible denial, possible acceptance or implementation of this message request, including the display of the message.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;">             Signature _____           </div> <div style="width: 30%;">             Print Name _____           </div> <div style="width: 30%;">             Date ____/____/____           </div> </div> <div style="margin-top: 10px;"> <b>Mail this document along with payment to:</b> <div style="display: inline-block; vertical-align: top; margin-left: 10px;">             Borough of South Greensburg              ATTN: LED Message Center              1515 Poplar Street              South Greensburg, PA 15601-5497           </div> </div>			