

# Westworth Village

## Electronic Message Board

### Request Form and Policy



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

Organization: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested Posting Date(s): \_\_\_\_\_

Requested Text: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submit this form to the City Secretary's office by email to [egreubel@cityofwestworth.com](mailto:egreubel@cityofwestworth.com), by fax to 817-710-2501, or in person at the Municipal Complex, 311 Burton Hill Road.

#### MESSAGE POLICY

- City information has priority over all requests.
- Requests MUST be for non-profit, school, county, or other community related information ONLY. Proof of 501(c)(3) Exemption may be required.
- Individual requests MUST be submitted for each posting. Maximum individual posting is 3 days. NO continuous/long-term requests will be considered.
- Data is limited to 3 lines and 40 characters, including spaces. Text edits may be made.
- Requests MUST be submitted 15 days in advance of requested posting date(s).
- Requests are dated upon receipt and posted on a first-come/first-served basis.
- The City will not guarantee information will be posted on date(s) requested, if at all.

**ALL REQUESTS ARE SUBJECT TO APPROVAL BY THE PUBLIC INFORMATION OFFICER**

#### DISCLAIMER

*The City of Westworth Village Electronic Message Board is provided as a public service. Therefore, while the City shall endeavor to ensure that the messages submitted by individuals/organizations are transmitted accurately and in a timely manner, the City assumes no liability in connection with the Message Board and makes no warranties or representations that any message will in fact be transmitted accurately or at any particular time. The responsibility for the factual accuracy of the information as submitted rests with the originator of the information.*