

**University City Nonprofit Organization  
Government Access Channel 10 Billboard Request**

Channel 10 is a Government Access Channel (GAC) for the City of University City that provides citizens with information about their government and community. You are invited to send the Public Relations (PR) Department your message board announcement for consideration. Only U. City nonprofit organizations are eligible to use Channel 10. The following information must be completed fully prior to your announcement being displayed.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ U. City/ZIP: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Is your nonprofit organization located in U. City? (check one):       YES       NO

Is your item of interest or special event located within  
the City of University City? (check one):       YES       NO

Dates you wish your message to be displayed: From: \_\_\_\_\_ to: \_\_\_\_\_

**INSTRUCTIONS:**

1. All messages must be typed or clearly printed in the provided space.
2. Use a maximum of 45 characters per line (including spaces) and 9 lines per message.
3. The message board is similar to a PowerPoint presentation so draft your messages with that in mind.
4. The most effective messages are easy to read and designed to grab the audience's attention.
5. The Assistant City Manager and PR Department reserve the right to edit messages for clarity and space requirements.
6. Messages must be received by the PR Department at least seven (7) business days before the display date. If received in fewer than seven (7) business days, the PR Department shall make a reasonable effort to accommodate the request.

**MESSAGE:**

WHO:

WHAT:

WHEN:

WHERE:

CONTACT INFO:

1-2 SENTENCE DESCRIPTION OF EVENT:

- I hereby acknowledge that the message material submitted does not contain the following content:
1. Direct solicitation for funds, goods or services for material compensation;
  2. Advertising material designed to promote the sale of commercial products or services, including advertising by and on behalf of candidates for public office;
  3. Direct solicitation for contributions to an organization;
  4. A game of chance or any advertisement on information concerning a game of chance; and
  5. Any obscene or indecent materials that advocate criminal acts.

**ADDITIONAL TERMS AND CONDITIONS:**

Applicant herewith applies to the City of University City for use of Government Access Channel 10 with the following terms and conditions:

1. The City of University City reserves the right to decide when all material will be aired and has absolute discretion that will be allowed to air.
2. The City of University City, through its Assistant City Manager and Public Relations Department, retains the right to accept or reject submitted material based upon the above criteria.
3. The City of University City retains the right to make any changes to the above rules as warranted without notice.
4. The City of University City retains the right to maintain available for public inspection a record of all persons applying for use of Government Access Channel 10, and agrees that this application may be used for such record.

I have read the above materials and acknowledge and agree to all terms and conditions contained herein.

*Today's Date:* \_\_\_\_\_

Should you have any questions regarding the completion of this form, please call Becky Harlow, Public Relations Assistant, at 314.505.8553.

RETURN COMPLETED FORMS TO:

Becky Harlow

bharlow@ucitymo.org,

Subject Line: Government Access Channel 10 Billboard Message

Fax: 314.863.9146

FOR OFFICE USE ONLY

Request (check one):  ACCEPTED  DENIED Date: \_\_\_\_\_

Date(s) to be aired: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for denial: (indicate failure to complete form; failure to properly identify individual or organization location in U. City; failure to locate item of interest or special event within University City; or other relevant basis for denial).