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## COMMUNITY SIGN RULES AND REGULATIONS

The Cranberry Township Community Chest (CTCC) manages the criteria and approves the message content for the Community Sign, located at Routes 228/19. CTCC's 2011 Project of the Year, the purpose of the sign is to provide information to the public by allowing nonprofit organizations, civic groups, churches and nonprofit educational organizations to promote community activities and upcoming events. **CTCC is solely responsible for determining which organizations are eligible to participate in the Community Sign.**

### Sign Usage Rules

1. User must be a nonprofit organization recognized by the IRS.
2. An application form must be completed, and payment received five business days before the message is to appear; message will not be considered if application is incomplete or payment not received.
3. Applications will be reviewed/approved on a first come-first served basis.
4. Each group may only promote their own event and may not use their credit to promote other groups' events.
5. Messages are for fundraising or community related events only. No messages are permitted for recruiting or gathering members, announcing services or any message not related to the event.
6. Political, commercial, retail, private and non-community events will not be permitted to use the sign. No commercial establishments may be mentioned.
7. CTCC has exclusive rights to reject or deny any message for any reason.
8. Partners of the Community Sign (Cranberry Township, Seneca Valley School District, Rotary, Lions, Pittsburgh North Chamber and CTCC), have unlimited use of the sign.
9. Message may be in text only; logos, images, and other graphics are not permitted per the Cranberry Township Sign Ordinance.
10. CTCC will select font, color and style of message; CTCC reserves the right to adjust messages to fit the screen.
11. A request for a posting change due to unforeseen circumstances must be submitted in writing (email) to CTCC.
12. Each message has a four-week limit.
13. Messages will not be stored or saved by CTCC or the Township.
14. CTCC is not responsible for inaccurate information provided by the applicant; Re-posting or corrections requested after the message has been posted may be subject to removal of the message and/or additional fees.
15. The message frequency will be determined by CTCC and the number of messages posted at that time.
16. Neither Cranberry Township nor CTCC can be held liable for Community Information Board malfunctions, power outages or acts of nature.
  - a. Cranberry Township reserves the right to post emergency messages which may override existing messages in content and exposure.
  - b. Cranberry Township also has the exclusive right to post messages pertaining to their enterprises.

*"The purpose of CTCC is to unite into one organization all the civic and charitable activities working for the welfare and improvement of Cranberry Township."*

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