

# Village of East Dundee

## Electronic Sign User Policy



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### Purpose

The purpose of the electronic sign is to communicate information for the Village, businesses within the corporate limits, nonprofit organizations serving the corporate limits and governmental entities. Messages are posted when a request is submitted to the Village via [eastdundee@eastdundee.net](mailto:eastdundee@eastdundee.net) and the Village approves of the message.

### Message Request Requirements

- **A request to display a message does not guarantee the message will run.**
- Due to possible scheduling conflicts, your message may not begin to run on the day you indicate.
- Businesses within the corporate limits, nonprofit organizations serving the corporate limits, and governmental entities may rent space at no charge.
- An East Dundee business may run a message on the sign for a maximum of twelve weeks per year and must hold a current business license with the Village.
- Priority shall be given to messages pertaining to the business of the Village.
- Each message is limited in length as to what will fit on a single view of the sign. Messages may include up to three frames. Each frame includes two lines of text consisting of up to 18 characters per line.
- The Village of East Dundee reserves the right to edit message information for space, clarity and content.
- It is preferred that message requests be submitted at least two weeks prior to when the message needs to begin running.
- The minimum time a message will be displayed is one week. The maximum time a message will be displayed is three weeks.
- Message wording must be submitted in writing using the Village's electronic sign request form located on the Village's website at [www.eastdundee.net](http://www.eastdundee.net). A contact name and phone number must be included on all requests.

Submit message requests in writing to:

**Village of East Dundee**  
**120 Barrington Avenue**  
**East Dundee, IL 60118**

Or via email to [eastdundee@eastdundee.net](mailto:eastdundee@eastdundee.net)

If you have any questions about this policy, please email [eastdundee@eastdundee.net](mailto:eastdundee@eastdundee.net) or call 847-426-2822.

Adopted 04/02/18



120 Barrington Avenue, East Dundee Illinois 60118

Phone: (847) 426-2822

Business/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

**Please Enter Your Message:**

Run Message for: 1 Week 2 Weeks 3 Weeks

*\*an East Dundee business may run a message on the sign for a maximum of twelve weeks per calendar year and must hold a current business license with the Village.*

**Frame #1:**


**Frame #2:**


**Frame #3:**


Businesses within the corporate limits, nonprofit organizations serving the corporate limits, and governmental entities may rent space at no charge on the electronic sign owned and operated by the Village for purposes of posting messages related to the operations of the entity. Priority shall be given to messages pertaining to the business of the Village. The content, number and frequency of messages shall be approved by the Village Administrator or his/her designee. *(Non-profit corporations are to provide proof of 501c (3) status)*

Messages are available on a weekly basis and may run for a minimum of one week and a maximum of three weeks. The Village reserves the right to edit message information for space, clarity and content. The sign will NOT be rented to any person or business that has any outstanding fees or bills owed to the Village. No personal use is allowable.

**Dates Requested:**

Due to possible scheduling conflicts, your message may not begin to run on the day you indicate. Therefore, the most important date should be shown below as Priority #1 and second choice as Priority #2.

Priority #1 \_\_\_\_\_ Priority #2 \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please email your request to [eastdundee@eastdundee.net](mailto:eastdundee@eastdundee.net) or deliver in person or by mail to the Village Hall.