



Scott Lake Maintenance Company
2631 114th Way SW
Olympia WA 98512
360.352.4784 office@scottlake.net
www.scottlake.net

Reader Board Rental Agreement

Date(s) of Rental: _____ Name: _____

Email: _____ Phone #: _____

Organization: _____

Purpose: _____

There are 3 lines available. Approximately 20 letters per line.

Line 1 (top) _____

Line 2 _____

Line 3 _____

Please consider abbreviations if appropriate. Available are red numbers and black letters. **Fee is \$10 per week. This is not an electronic reader board.** Please submit this form 2 weeks prior to dates requested.

Fee Paid: _____ Date: _____

Renter Agrees to abide by Reader Board Policy.

Renter Signature: _____



Scott Lake Maintenance Company Reader Board Policy

Overview

Scott Lake Maintenance Company (SLMC) owns and operates one community reader board. The purpose of this sign is to disseminate information regarding special events and community information. SLMC Board of Trustees will manage the content of all messages on this reader board. This policy will also relate to any reader board within SLMC property.

SLMC Board of Trustees reserves the right to make final decisions regarding content.

Scheduling

Content for reader board messaging is created when necessary. Messages to be posted must be emailed, or reader board from submitted to SLMC Admin off no later than two weeks prior to request. An event does not necessarily have to occur within a given week to be included in that week's schedule.

Unscheduled posts will only be accepted when they pertain to events which could not have been predicted or occurred after the scheduled deadline.

Message duration

In general, most messages will run weekly. If a message should continue for more than one week, that information should be included in the initial reader board request.

Message criteria

- To preserve the original purpose of the reader board signs, SLMC has developed criteria by which all messages will be approved:
- All messages must be related to SLMC events or community events or community members.
- Accomplishments/announcements which would be of interest to SLMC community. Happy Birthday, Congratulations Graduates, etc. will be accepted any time.
- Events that are seasonal or occur with less frequency will be given priority over events that occur on a regular basis.
- Messages shall not be used for advertising or promotion of commercial products, corporate entity, or services by the sponsoring agency, organization, or person.
- Messages shall not be used to convey political, campaign or religious messages or graphics.
- Messages shall not contain any offensive, hateful and or negative messages or graphics.
- SLMC reserves the right to deny the request based on our needs to communicate with the community.