



**YUCAIPA PERFORMING ARTS CENTER (YPAC)
ELECTRONIC MESSAGE SIGN REQUEST FORM**

12062 California Street, Yucaipa, CA 92399
(909) 500-7712 FAX (909) 790-9203

APPLICATION INFORMATION

ORGANIZATION: _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____
E-MAIL: _____

EVENT INFORMATION

NAME OF EVENT: _____
DATE OF EVENT: _____ TIME OF EVENT: _____
EVENT LOCATION IN YPAC: _____
PRIMARY DATES REQUESTED FROM: _____ TO: _____
SIGNATURE: _____ DATE: _____

POLICIES AND PROCEDURES

Policy

1. Use of the Yucaipa Performing Arts Center (YPAC) electronic message sign is limited to providing information about the following: (i) YPAC and City-sponsored and co-sponsored events and activities to be held at the YPAC; (ii) arts and entertainment events to be held at the YPAC; (iii) Community Services special events. All events must be open to the public.
2. YPAC and City of Yucaipa messages will have priority over all outside requests.
3. Political, commercial, religious, and personal messages are prohibited.
4. The City may reject the request if the message does not comply with the City's Electronic Message Sign Policy.
5. YPAC will coordinate with the organization requesting use of the sign to format the message, but YPAC reserves the right to alter the text, if necessary, to fit the format.
6. If there are several requests for any given time period, eligible requests will be posted on a first-come, first-served basis.
7. The City reserves the right to determine timing and duration of display of the message based upon the demand.

Procedures

1. External message requests must be submitted on this form a minimum of 10 business days prior to the requested posting date and no more than 90 days before the requested posting date. The message will be posted no earlier than two weeks prior to the event date or deadline for registration, if applicable.
2. The "YPAC Electronic Message Sign Request Form" is available on the YPAC website or at the YPAC Administrative Offices. The form must be completed legibly in its entirety to be considered, and the form must be returned to the YPAC Coordinator.
3. External messages can include an image as long as it is submitted with the "YPAC Electronic Message Sign Request Form" and provided in jpeg format. Images will be reviewed by YPAC staff for appropriate content, design, and style. Changes to the image may be requested after review. If image is not deemed appropriate YPAC staff may provide an image for the listing.

CITY PERSONNEL ONLY

APPROVED: DENIED: DATE: _____

ANNA CROSS
YUCAIPA PERFORMING ARTS CENTER (YPAC) MANAGER