

# Electronic Message Boards User Policy



## Mitchell Road Message Board

The purpose of the Electronic Message Board at Mitchell Road is to communicate City of Eden Prairie information. It is not available for use by any organizations other than the City.

## Purgatory Creek Park Message Board

The purpose of the Electronic Message Board at Purgatory Creek Park is to communicate City of Eden Prairie and community information to the residents and businesses of Eden Prairie. Community information is posted when a request is submitted to the City via [communications@edenprairie.org](mailto:communications@edenprairie.org) and the City approves of the message.

## Examples of Acceptable Community Information

- **Eden Prairie non-profit service organizations such as Lions, Kiwanis, Rotary, etc.**
- **The Eden Prairie School District**
- **Athletic associations that work in conjunction with the Eden Prairie Parks and Recreation Department**
- **Other Eden Prairie non-profit groups**

Organizations not matching the above criteria may inquire about whether their messages can be posted by calling the Communications Hotline at **952-949-8434** or e-mailing the information to [communications@edenprairie.org](mailto:communications@edenprairie.org).

## Message Request Requirements

- **A request to display a message does not guarantee the message will run.**
- Messages will conform to the City's dynamic display message ordinance, 13-2008, which requires messages to change at no more than 20-minute intervals.
- Each message is limited in length to what will fit on a single view of the sign.
- The City of Eden Prairie reserves the right to edit message information for space, clarity and content.
- Message wording must be submitted in writing. A contact name and phone number must be included on all requests.
- Groups may request to display a message that communicates a specific event. The message must contain a title, location, date, time and the group's name.
- The event must be for the betterment of the community and pertinent to residents and/or businesses of Eden Prairie.
- Messages other than a specific event may be requested, but will be posted at the discretion of the City of Eden Prairie's Communications Manager.

- Message requests should be submitted at least two weeks prior to when the message needs to begin running.
- The minimum time a message will be displayed on the message board is two weeks. The maximum time a message will be displayed on the message board is four weeks.
- One message per group will be displayed on the message board at one time. Additional messages submitted will need to be approved by the City of Eden Prairie's Communications Manager.

Submit Message Board requests in writing to:

**City of Eden Prairie  
Communications Division  
8080 Mitchell Road  
Eden Prairie, MN 55344**

Or via e-mail at **[communications@edenprairie.org](mailto:communications@edenprairie.org)**

If you have questions about this policy, please send a message to **[communications@edenprairie.org](mailto:communications@edenprairie.org)** or leave a voicemail at **952-949-8434**.

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