

Community Signboard Policy & Procedures

GENERAL POLICY

It is the general policy of the City of Brisbane that community groups and organizations are encouraged to use Brisbane's Community Signboards for the dissemination of information to the public. Two (grayscale) signboards are available, one at the Ridge, and the other which is dual-sided in the Community Park. Notices posted on the signboards are to be in the best interest of the public and in keeping with the spirit of the community at large. It is the goal of the City to provide opportunities to a variety of community groups and organizations. However, given that time and space are limited, we ask that requests be made with consideration for other users, and in a timely manner so that the majority of requests can be granted. Parks & Recreation Department Staff is solely responsible for the preparation and posting of all signs.

PRIORITY GROUPING

To provide publicity for the public's recreational, educational, and community activities, requests for a sign on one of the community signboards will be considered in accordance with the following priorities:

- Group I** Memorial signs & emergency City notifications
- Group II** Official City of Brisbane notifications and city-run events and programs. This includes programs and activities administered or sponsored by the City of Brisbane. The City of Brisbane reserves the right to schedule either or both signboards at any time based on their needs.
- Group III** Co-sponsored events & programs.
- Group IV** Activities, programs or meetings open to the general public offered by Brisbane non-profit groups, clubs, organizations, schools or local government agencies. **Group IV users may be required to provide membership rosters demonstrating 51% or more of its members are Brisbane residents and/or provide copies of State or Federal forms proving non-profit status.*
- Group V** Activities, programs, or meetings open to the general public offered by nonresident schools, local government agencies and non-profit recreational or community service organizations. **Group V users may be required to provide copies of State or Federal forms proving non-profit status.*

USE CATEGORIES

One Time Use: Signboard applications will be granted based on the priority grouping specified above. Applications may be submitted up to six (6) months in advance and no later than two (2) weeks prior to the desired posting dates. Example: File an application on January 15 for a July 15 event. Emergency requests may be considered.

Recurring Use: Ongoing use requests (daily, weekly, or monthly) of either signboard may be submitted but requires an expanded application and are subject to department approval.

Major Community Event Use: Events open to the general public and deemed to be of significant community interest may be submitted up to one year in advance.

PROCEDURE FOR REQUESTING SIGNBOARD POSTINGS

1. Applications for signboard postings are to be completed by an adult representative, 18 years or older, using the designated form. All requests must be submitted in writing as verbal requests cannot be honored.
2. Content to be included in the application must include the preferred timeframe for posting, applicant's contact information, and a description of what is to be posted. This must include pertinent information such as: date, time, location, fees, etc. Please note: content will be restricted to 5 lines of concise text. The Parks and Recreation Department reserves the right to make changes to signboard requests deemed necessary to provide clear and understandable text on the signboards. The Parks and Recreation Department will make a good faith effort to ensure that all pertinent information will be posted. Applicants may request preferred timeframe and location of posting, however, the Parks and Recreation Department maintains the right to modify requests as deemed necessary.
3. Each group or individual applying for space on the community signboard should read and be familiar with the rules and regulations. The applicant is responsible to ensure all information provided is accurate. The Parks and Recreation Department will not be held liable for incorrect information.
4. Parks & Recreation Department Staff reserve the right to cancel or reschedule any posting at any time. Groups or individuals needing to cancel their request should notify the department as soon as possible by calling (415) 508-2140 or emailing parks-recreation@brisbaneca.org.
5. Signboard applications are not to be considered final until confirmation is received from Parks & Recreation Department Staff.

GUIDELINES & PARAMETERS

The Parks & Recreation Department reserves the right to pre-empt any signage request without notice. Applicants should prepare other forms of publicity for their events if their request is pre-empted. Applicants will be notified in such an event.

Signboard posting durations and rotations are determined by Parks & Recreation department staff. Generally speaking, signs may be displayed anywhere from 1-4 days and will be rotated on a continual basis.

Any request that is not considered of community benefit may be denied. An appeal of such a denial may be made to the Parks and Recreation Commission. In the event that the Parks and Recreation Commission also denies the permit, then a final appeal may be made to the City Council.

Exceptions to these policies may be made for memorial signboard requests.

There are currently no fees assessed for this service.

