



## DIGITAL MESSAGE BOARD REQUEST

The Digital Message Board is located at the entrance to Prairie Lakes Community Center, 515 E. Thacker Street, and is primarily for informing the public of Park District events, classes, and services. Community messages are also considered for posting, according to Park District guidelines.

**Community Message Requests:**

- Please read our Guidelines, on the reverse, before submitting your request.
- Please submit your message using only the form below.
- Forms should be submitted no less than four weeks prior to your requested posting date.
- Allow five business days for review and posting. You will be notified via e-mail when your request is approved.
- Approved messages will be posted for one week prior to your event.
- While we make every effort to post community information, Park District information always has priority.

Today's Date: \_\_\_\_\_

Requested by: \_\_\_\_\_  
*Your name, organization name...*

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of your event: \_\_\_\_\_ Requested start date: \_\_\_\_\_

Please print neatly, or fill in digitally.

The Park District is not responsible for errors in your information.

The Park District reserves the right to edit your message for readability.

*Please limit your message to 20 characters per line. Spaces, punctuations, numbers and letters each count as one box.*

Line 1																			
Line 2																			
Line 3																			

If you have questions regarding messages please contact us at 847-391-5700 or via e-mail. [Click: Message Board.](#)

The easiest way to submit your request is to fill out this form onscreen and click the SUBMIT button at the top.  
 Or, save the filled in form to your computer and send it as an attachment to [gene.haring@dpparks.org](mailto:gene.haring@dpparks.org).

You may also drop it off at Prairie Lakes Community Center or the Leisure Center (2222 Birch Street),  
 fax it to 847-391-5707, or mail it to Message Board, 2222 Birch St., Des Plaines, IL 60018.

## **Des Plaines Park District Digital Message Board Guidelines**

- Community messages are reserved for non-profit organizations.  
You may be asked to provide proof of your 501(c)3 status.
  
- The Park District does not post:
  - Political messages
  - Personal messages
  - Advertising of for-profit businesses
  - Messages for childcare services, garage or rummage sales
  - Messages that conflict with our policies
  
- In general, community messages will be considered from:
  - Park District partners and affiliates
  - The City of Des Plaines
  - Maine Township
  - Des Plaines Public Schools
  - The Des Plaines Public Library
  - Des Plaines Service Organizations
  - 501(c)3 organizations involved in the fields of recreation, health, and the environment, whose messages are in accordance with our policies and guidelines.