



Public Flyer Policy

October 24, 2008

Purpose: The Village of Prairie Grove provides many services for its residents and resident businesses. Ongoing communication is an important function of our business. Therefore, the Village prides itself on providing notice regarding upcoming meetings, events and other pertinent information delivered via the US Postal Service as well as well as the internet. This policy is put in place to direct Village Staff with regard to guidelines by which they can refer to when determining whether information is appropriate to be delivered to residents and resident businesses.

Guidelines

This service is only available to Non-Profit Organizations wishing to notify the public of upcoming events.

Notice: 7 days advance notice is required for content approval before information is disseminated to the public;

Form of Request: All requests shall be made to the Village Administrator directly in writing and include a contact name, address and phone number.

Authorization: The Village Administrator has the right to approve or deny any or all content;

Content: Requests for distribution of notice will be limited to the following:

- 1) One 8 1/2" x 11" flyer (one-sided) per quarter per organization
- 2) Event or notice must be relevant to Prairie Grove residents
- 3) Event or notice must be submitted by a resident of the Village of Prairie Grove

Release: The applicant must agree to sign an approval of content and hold the Village harmless for content (see attached application form)

Disclaimer: Any communication sent via the Village shall bear a disclaimer stating that the content does not constitute an endorsement by the Village, its Board or Staff.