

**Muskingum County Convention Facilities Authority (MCCFA)
Community Events Message Center Policy**

(Adopted May 22, 2006)

**Community Events
Message Center**

DECLARATION OF INTENT

The Message Center shall be used to promote events held at the Welcome Center (scheduled by the MCCFA) and events held within the Zanesville community.

USAGE POLICY

The Message Center shall be used strictly for the use of advertising and promoting community events that support the mission of the MCCFA.

Clients of the MCCFA must lease the facility at the **standard rate** (refer to the MCCFA Room Rental Policies) for the “welcome message” to appear. (Included in standard rental – no charge for welcome message) example:

******Welcome XYZ Company******

To further promote same event at the Welcome Center, there is an additional fee of \$40.00.

******Welcome XYZ Company****
*Date, Time, Phone #, etc.***

The Message Center is available for a \$50.00 programming and promotional fee for non-profit organizations, local charities, and government affiliates, holding events within the Zanesville-Muskingum County community.

The message center is not available for sponsors of events, for-profit advertising, political campaigns/statements, or personal messages. (happy b-day, anniversary, etc.)

Messages shall include up to 4 frames of text. (Additional frames available for \$25.00/each.) Each frame accepts 6 characters per line in 16-point text, or 11 characters per line in 8-point text.

The message center is programmed by the MCCFA. Policies are subject to change at the discretion and authority of the Executive Director of the MCCFA.

Message may appear for up to 30 days prior to the event, and will conclude on the date of the event.

A Message Center Usage Agreement must be completed and signed, and the MCCFA must be in receipt of payment before a message will appear.

Muskingum County Convention Facility Authority (MCCFA) Usage Agreement Application

NAME (Contact) _____

ADDRESS _____

PHONE NUMBER _____

ORGANIZATION NAME _____

DETAILS OF YOUR EVENT _____

DATES OF EVENT _____

501c3 CERTIFICATION YES _____ NO _____

MESSAGE

Frame 1 _____

Frame 2 _____

Frame 3 _____

Frame 4 _____

PAYMENT RECEIVED

Complimentary Welcome Message (for lessee's of the Welcome Center) _____

\$40.00 additional (for lessee's of the Welcome Center) _____

\$50.00 Promotional _____

\$25.00 Additional Frames # of Frames purchased _____

With your signature, you acknowledge to have read and understand the provision of the MCCFA's Welcome Center Outdoor Message Sign Policies and Usage Application.

Signature _____ Date _____