



# Chocolay Charter Township

5010 US 41 South

Marquette, MI 49855

Phone: 906-249-1448 Fax: 906.249.1313

www.chocolay.org

## CHOCOLAY TOWNSHIP MESSAGE BOARD REQUEST FORM

Group Name: \_\_\_\_\_

Representative: \_\_\_\_\_

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

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

Sponsor is a non-profit organization? Yes \_\_\_\_\_ No \_\_\_\_\_

Agency making request is:

Government \_\_\_\_\_ Religious \_\_\_\_\_ Civic \_\_\_\_\_ Fraternal \_\_\_\_\_ Other \_\_\_\_\_

Message To Read:

(print or attach typed message – no more than 12 – 16 characters per line)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) to be Displayed: From \_\_\_\_\_ To \_\_\_\_\_ (Maximum 4 days)

**IMPORTANT:** Message must include event date, time, place, and sponsor’s name and contact phone number (as space permits).

Instructions:

- A. Form must be completed in its entirety;
- B. Return form to Township of Chocolay, 5010 US 41 S, Marquette, MI 49855 (Phone No: 906-249-1448);
- C. Form must be signed;
- D. Form must be delivered or faxed to Township of Chocolay seven (7) days prior to event. (Fax No: 906-249-1313)

\_\_\_\_\_  
Signature of Contact Person

The following type of public interest message may be accepted by the Township of Chocoley for display:

1. Announcements of Chocoley Township public meetings, events, programs and special elections, including all boards, commissions, committees, or agencies of Chocoley Township.
2. Announcements from non-profit organizations within Chocoley Township for events open to the general public. All Chocoley Township events will be given first priority.

The following will not be accepted for display on the message board:

1. Announcements for commercial organizations or commercial messages.
2. Message of a partisan, political, or religious nature;
3. Obscenity as defined by the Federal Communications Commission;
4. Ads for the sale of any goods, wares or merchandise; except for the Township of Chocoley;
5. Messages which are insulting, derogatory, or pejorative in nature, or which are intended to humiliate or hold up to scorn or ridicule any person, group or organization.

The Township of Chocoley is responsible for the day-to-day operation and supervision of the message board.

Messages should be delivered to, faxed, or mailed to the Township of Chocoley, 5010 US 41 S, Marquette, MI 49855; fax number: 906-249-1313, at least seven (7) days before the message is displayed. All messages must be in typewritten form and shall be prior approved by the Township Clerk.

The Township of Chocoley reserves the right to edit materials submitted for clarity or brevity, or to assure compliance with the policy set forth herein, and the Township of Chocoley reserves the sole and exclusive right to reject or edit requests that do not comply with this policy. No fees will be charged for the display of any messages on the Township of Chocoley Message Board.

FOR TOWNSHIP USE ONLY	
Received by:	_____
Date:	_____
Approved by:	_____
	(Township Supervisor or Clerk's Office)