

**Reviewed and/or revised: 03/07/2022**

The Iowa Falls Scenic City Civic Foundation (SCCF) is the owner and funding source of the electronic community sign located at the corner of River St. and Washington Ave. The staff of the Robert W. Barlow Memorial Library (RWBML) will manage the electronic sign via online software. The electronic sign's purpose is to inform the public of upcoming events in the community and to welcome out of town visitors to the community. Requests can be made to the RWBML staff by phone, email (reserve@iowafalls.lib.ia.us) or the form on the library's website.

**The event may be posted if it is a(n):**

- Announcement of a community service club's event - date/time/location
- Announcement of an event for the purpose of promoting tourism to the area
- Welcome for statewide meeting/group tours/sporting event
- Civic, School, or Church events upon discretion of the SCCF and Robert W. Barlow Memorial Library staff

**The event will NOT be posted if it is a(n):**

- Inflammatory message of any kind
- Advertising of for profit entities
- Fundraiser (not for profit community service clubs exempted)
- Specific Political Message or Campaign kickoff
- Personal messages (Please see below for additional information)
- Announcement of a for profit meeting for general visitor attendance
- For profit camp or Open House
- For profit group sponsoring a day at a special location
- Cancellation message for an event

Information should be submitted no later than 2 weeks prior to the event and no more than six months prior to the event, to be displayed for seven days prior to the event. The SCCF and RWBML staff will determine if messages fit listing criteria and may abbreviate names/etc. due to space limitations.

Personal messages can be displayed for one day and are limited to wishing someone "Happy XX Birthday" or a couple "Happy XX Anniversary" and will be displayed at the discretion of SCCF and/or RWBML and in consideration and receipt in advance of a \$25 fee payable to the SCCF.