



## Bulletin Board Rules and Regulations

The City of Madisonville Parks and Recreation and Mahr Park Arboretum is responsible for the informational bulletin boards throughout our parks. We seek to provide the community with an avenue of communication tools to serve you better. Posting information on bulletin boards is one of the vital forms of communication. The bulletin boards are intended to post informative park and community events and information. Park staff must approve all postings and abide by guidelines, rules, and regulations.

- Only one flyer can be posted on each bulletin board.
- Flyer size: Maximum is 8'' x 11''
- Maximum days of posting: 30 days from the approval date or after the event date has passed, we have the right to remove the flyer at any time.

### Flyer Approval Process

The Welcome Center/ Pro Shop is responsible for approving all postings. At the Parks discretion, the flyers/postings will be approved and posted.

- Park information and events will be made a priority.
- The flyer must be a community organization or non-profit event or information.
- The content is appropriate and non-offensive in language or imagery.

We will **NOT** post items related to:

**Personal, Solicitation, for-sale, for-profit, business, or business cards.**

- Only signs announcing and promoting community information, events, activities, and programs are permitted. All other postings are subject to removal. Events must be open to the public to be eligible for posting.
- Flyers must be identified with the name of the organization responsible and contact information. Otherwise, the posting is subject to being unapproved.
- If our bulletin boards are FULL, we will wait until availability before posting.