

	Town of Qualicum Beach	Policy Manual
	Subject: Buildings and Grounds - Use of Town-owned Facilities - Read-O-Graph Sign	
	Policy Number: 4004-9	

Purpose	This policy is to establish controls and a clear process for application to temporarily advertise community events on the Read-O-Graph sign located at the corner of Memorial Avenue and Rupert Road and the municipal sign kiosks located on municipal property.
Policy	<p>Upon application to the Qualicum Beach Civic Centre, the Town may temporarily advertise community events at the following locations:</p> <ol style="list-style-type: none"> 1. on the Read-O-Graph sign located at the corner of Memorial Avenue and Rupert Road; and 2. on the sign kiosks located on municipal property.
Procedure	<p>Except for Town of Qualicum Beach events and public community events, only those events being held at a Town-owned facility will be considered for advertising.</p> <p>Requests for advertising community events will be considered in order of priority as follows:</p> <ol style="list-style-type: none"> 1. Community events organized by the Town of Qualicum Beach (e.g. Family Day, Mile Swim and Airport Appreciation Day); 2. Civic Centre/Community Hall events sponsored by the Town of Qualicum Beach; 3. Civic Centre/Community Hall events open to the public; 4. Major public community events, which have been, approved by the Town of Qualicum Beach (e.g. Fire and Ice, Show n' Shine, Moonlight Madness); 5. Non-profit organizations that hold a valid non-profit society registration number; 6. Private/Commercial community events.
Responsibility	Civic Centre Employees, Town staff
References	
Distribution	Council All Departments
Attachment	Read-O-Graph Application

Approved: 14 Jul 2003
Approved By: Council

Amended: 14 Jul 03, 24 Jun 09 & 10 Aug 09



TOWN OF QUALICUM BEACH

READ-O-GRAPH SIGN APPLICATION FORM

DATE: _____

Part 1: APPLICANT INFORMATION	
Organization Name	Contact Name
Phone Number	Email Address
Location of Event	Date(s) of Event
Type of Event	

Part 2: MESSAGE <i>(Please print clearly and allow spacing between words)</i>											
Line 1											
Line 2											
Line 3											
Line 4											

RULES & REGULATIONS

1. Completion of this application form is not a guarantee that your Read-O-Graph will be displayed.
2. Number of days that the message will be displayed prior to the event will be determined by the Town of Qualicum Beach.
3. The Town of Qualicum Beach reserves the right to change, alter or refuse any or all requests.

APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:

IN PERSON: Town of Qualicum Beach, #201-660 Primrose Street, Qualicum Beach, BC

FAX: 250.752.1243

EMAIL: raugustyn@qualicumbeach.com

The Town Hall hours are from 8:30 a.m. to 4:30 p.m., Monday to Friday. **General inquiries:** 250.752.6921

--- DEPARTMENT USE ONLY ---	
Approved	Date Approved
Date for Installation	Date for Removal