

# City of Kennewick Hwy 395 Reader Board Use

(located at the Southridge Sports & Events Complex)

## Rules and Regulations

1. Requests must be received at least four (4) weeks prior to the date with the message is to be posted. In order to ensure consideration of application, please submit by four (4) week deadline.
2. Applications must include digital files for the organization and the event. Formats accepted are .jpg and .bmp files only. 72 dpi, RGB color mode, sign dimension - 510 wide x 240 high (pixel)
3. Digital messages will be displayed for no longer than two (2) weeks duration.
4. The City Administration, or its designee, shall have sole authority to approve or deny applications, including requested dates. Approval criteria is based on event impact to the community and amount of applications received at the time of your request.
5. Cost is \$150. The Special Events Coordinator will reach out to collect payment if your application has been approved.

Contact Person:

Telephone:

Organization Name:

Email:

Address:

City:

State:

Type of Organization:

Date of Event:

Time of Event:

1. Event Name:
2. Date of Begin and End Message:
3. Location of Event:

### **Agreement for Use:**

I have read and understand the electronic message sign rules and regulations and agree to abide by them. Furthermore, I am authorized to sign on behalf of (Organization) \_\_\_\_\_ and accept for them the terms and conditions as stated in the application. Being fully informed of these rules and regulations, I hold the City of Kennewick and its employees harmless from all claims, injuries, liabilities, damages, losses, or rights of actions resulting from the use of said electronic message sign.

Signature:

Today's Date:

### **Submit completed applications to:**

Haley Taricani- Marketing and Events Coordinator  
**By mail:** 2901 Southridge Blvd, Kennewick, WA 99338  
**In person:** 2901 Southridge Blvd, Kennewick, WA 99338

**Via email:** [haley.taricani@ci.kennewick.wa.us](mailto:haley.taricani@ci.kennewick.wa.us)  
**Questions:** (509) 585-4475