VILLAGE OF
LINCOLNSHIRE

**COMMUNITY EVENT KIOSK USAGE POLICY**
**FOR PUBLIC SERVICE ANNOUNCEMENTS**
**May 2024**

**Policy Statement**
The intent of this policy is to address publication decisions for the Village's electronic kiosk sign, to enable community-based organizations located in or immediately adjacent to Lincolnshire to communicate public service notices regarding events such organizations may hold. The Village believes there are reasonable and desirable needs for public service notices for organizations serving residents of the Village, but which are outside the span of control of the municipality. The Village further believes such needs must be tempered due to limited resources available for use of the kiosk. The Village wishes to provide space for information for organizations that conduct activities relevant to the mission of the Village to promote residents' health, welfare, and safety. The Village of Lincolnshire shall provide the opportunity to place information for organizations meeting the criteria set forth below. No organization may place any editorial content in the Village's kiosk. The opportunities provided shall be limited to placing a schedule of events, including the time, place, duration, and contact information for viewer to seek additional information.

**Criteria for Use**
Following are the criteria organizations must meet to use the electronic kiosk sign for public service announcements:

1. The organization must be not-for-profit[1] and must have a significant relationship to the Lincolnshire community. A significant relationship with the Village can be demonstrated by meeting one of the following:

    A. 55% or more of members or participants reside within the corporate limits of the Village.

    B. Have a charter or other official recognition by a parent state or national organization that designates it a Lincolnshire chapter.

    C. Be in good standing for all local registrations, licenses, permits, and regulations.

    D. The Corporate Authorities hereby find the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):

        - Brushwood Center at Ryerson Woods
        - Lincolnshire Garden Club

[1] The sole exception to the not-for-profit requirement is that a Lincolnshire business may publish notice of an event, all the proceeds from which will benefit a generally recognized charitable organization.

- Lincolnshire Community Nursery School
- Lincolnshire Sports Association
- Lincolnshire Swim Club
- Lake Forest Open Lands
- Riverside Foundation
- Riverside Foundation Women's Board
- Buffalo Grove Lincolnshire Chamber of Commerce
- School District #103 Learning Fund Foundation
- School District #103 Parent-Teacher Organization
- School District #125 Foundation
- Village Club of Lincolnshire
- Houses of Worship
- Homeowner association management offices serving residential or commercial developments in Lincolnshire.
- Cub Scouts, Boy Scouts, and Eagle Scouts
- Brownies and Girl Scouts
- League of Women Voters
- Lincolnshire Morningstar Rotary Club
- Toastmasters of Lincolnshire

2. Be one of the following taxing bodies serving Village residents:

   - Lincolnshire-Riverwoods Fire Protection District
   - School District #103
   - School District #125
   - Vernon Area Public Library
   - Vernon Township
   - West Deerfield Township
   - Lake County Forest Preserve District
   - County of Lake

3. Be one of the following entities serving the Village:

   - Federal and State Representatives for purposes of announcing the place and time of Town Meetings
   - Being an organization of Lincolnshire businesses, whose purpose is to support and encourage business within the Village.

4. Be a direct or indirect affiliate organization which provides recreational programs and services within the Village on public property.

5. Be a business or organization which provides a community or cultural event within Lincolnshire which is open to the public and for which no admission fee is charged, such as festivals, concerts, and farmers markets.

6. Be an organization which provides services for residents with special needs:

   - Special Recreation Association of Central Lake County (SRACLC)
   - Riverside Foundation

7. Being an organization which provides recreational programming exclusively for participants under 16 years old

8. Any other requests for use of the kiosk for public service announcements must be

brought to the Village Board for its approval. Such requests may only be for an organization that has a substantially similar purpose as those described herein above. Approval or disapproval may not be based on the political or religious affiliation of the organization.

**Content**
The announcement shall be limited to placing a schedule of meetings or events, including the time, place, duration, and contact for additional information and may not contain language tending to promote a commercial or noncommercial purpose or political or religious position.

Electronic messages must comply with provisions pertaining to Government Signs found in Title 12 of the Lincolnshire Village Code.

**Digital Format Requirements and Limitations**
Images must be submitted electronically in JPG, PowerPoint slide, or PDF format. Image resolution must be a minimum of 150 pixels x 240 pixels to a maximum of 600 pixels x 1000 pixels. Maximum file size of the electronic kiosk is 5 MB.

**Submission Process**
Submissions will only be accepted from organization members who are currently serving on the Board of the organization submitting the public service announcement or given authority to submit the image from administrators/executives.

The requestor must have rights and/or permission to use any images submitted for use on the electronic kiosk sign. If organizations cannot guarantee the ownership of images in a submitted design, the design will not be approved until ownership status can be confirmed. All organizations submitting content for the kiosk sign must agree to indemnify, defend and hold harmless the Village, its officers, employees and agents from any claims arising from the content of the message the organization submits.

Requests will be accepted on a first-come, first-served basis, either through a submitted form on the website or by email to the front desk (receptionist@lincolnshireil.gov).

In order to permit adequate time to post, slides/images must be submitted 10 business days prior to the date of the event. Slides/images will only be posted for events taking place in less than 30 days from the date posted to the kiosk sign. Slides/images will be removed from the kiosk sign within five business days after the event described on the slide/image.

**Time Limits / Display Scheduling**

- The duration for each submission is limited to a maximum of 10 seconds per image.
- Transition between each static image will be less than two seconds.
- The sign will be either completely turned off or display a static Village message/image between 10 p.m. and 6:30 a.m. each day.
- The Village shall not be liable for the manner or appearance in which the announcement is posted on the electronic kiosk sign or for negligently failing to post an announcement.

- The Village will maintain a maximum of 15 total revolving images on the electronic kiosk sign at any given time. The 15 images will include any combination of Village and community organization/taxing body messages. Village messages will always have priority over messages presented by any other agency or organization.

- Requests received which result in more than 15 "slides" at the same time will be put on a waitlist and uploaded when space becomes available, provided the event has not already occurred.

- Organizations are limited to a maximum number of 10 submissions per calendar year. This limit is intended to ensure fair and equitable access to the kiosk sign for all eligible organizations. Organizations are encouraged to prioritize submissions based on the relevance and significance of the events or programs they wish to advertise.

- In the event of a public emergency, the Village reserves the right to preempt approved displays and reschedule as needed.

- Messages will be posted for a maximum of four weeks.

- The Village reserves the right to limit usage depending on the demand for space for Village messages.

If there are any questions regarding application or interpretation of this policy, the Village Manager will provide review/determination. If there is a disagreement, the Village Board may be asked to make a final decision regarding interpretation or administration of the policy.

Elizabeth J Brandt

Elizabeth Brandt, Mayor