



CORALVILLE TRANSIT POSTER DISPLAY APPLICATION & POLICIES

Coralville Transit
900 10th Street
P.O. Box 5127
Coralville, Iowa 52241
Telephone (319)248-1790
Fax (319)248-1797

I. Eligibility Requirement Policy

A. Free advertising space is available to non-profit organizations on a space available basis.

II. Poster Content Policy

Coralville Transit services are public and utilized by all segments of the population. This policy is, therefore, intended to be respectful of all who use or may use the services.

- A. Shall not proselytize a particular point of view – political material.
- B. Shall not contain injurious, offensive, or sexually explicit language or pictures.
- C. Shall contain the name of the sponsoring organization.
- D. Shall contain specific information about the activity or event (i.e. time, date, and place).

III. Determination of Eligibility for Display

- The Transit Manager will make the determination as to if the poster qualifies for display.
- If it is determined not to be eligible, an attempt will be made by the Transit Manager to contact the indicated representative and inform them of such. The representative may then, if possible, modify the poster to meet eligibility requirements.
- Posters will be posted at the discretion of Coralville Transit. Please allow adequate time for installation.
- If the poster is advertising a dated event, the poster must be received at least 10 days prior.
- Coralville Transit reserves the right to final approval of all poster content.

IV. Poster Submission, Size, Number and Display Period

- A. **Size:** *Must be 11 inches high* and no longer than 17 inches wide to permit display. 8 ½ inches by 11 inches should be printed vertically. 11 inches by 17 inches should be designed horizontally. Posters should be made of 110 lb card stock. Posters on copier paper tend to slip out and deteriorate quickly.
- B. **Number:** *10 posters* should be provided in order to accommodate all buses. Due to space limitations, only one poster from any organization can be posted at any given time.
- C. **Display Period:** Display is limited to 30 days. No posters will be saved upon expiration.

TO BE COMPLETED BY THE PARTY SUBMITTING POSTERS FOR DISPLAY.

*****THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY AND ATTACHED TO THE POSTERS*****

Date Submitted: _____ Organization: _____

Contact Person: _____ Phone Number: _____

Non-Profit Tax Exemption Number: _____

Initial Display Date Requested: _____ Display Expiration Date: _____

For Coralville Transit Use: Approved for Display? YES () NO ()

If no, date contact person informed _____ Signature _____