

CITY OF CHEHALIS

350 N Market Blvd.
Chehalis, WA 98532
360-345-1042 ext. 203

READER BOARD USE APPLICATION & AGREEMENT

I M P O R T A N T

- ▶ The reader boards are the sole property of the city. The use of, and material placed within, shall be pre-approved.
- ▶ The city reserves the right to deny use to any individual or organization, or to remove messages once placed within the reader board.
- ▶ Availability of using all reader boards is based upon requests received.
- ▶ **City use of reader boards takes priority over all other uses, even if you have submitted an application.**

Rules & Regulations

- Message must be prearranged before picking up and will be assembled by city staff.
- Requests must be received at least seven (7) days prior to the date you wish to post the message.
- Maximum time frame is seven (7) consecutive days unless otherwise approved.
- Users are responsible for putting up and taking down the message.
- All characters will be counted when issued and when returned.
- Keys and characters can be picked up at city hall between 8:00 a.m. and 5:00 p.m., Monday-Friday. Return key the same day it is checked out unless other arrangements are made; pick up key when message is to be removed.
- \$50 will be charged if a city employee has to remove the message after the designated return date.
- Users are financially responsible for any damage to the reader boards, or damage to or loss of characters, keys, or locks, if it is determined by the city that damage was due to the applicant's or organization's neglect. Any defects will be noted.

Agreement for Use

Organization Name _____ Phone # _____

Name of person picking up key/letters _____ Phone # _____

Email _____

Placement date _____

Removal date/Return to office _____

of characters _____ City Hall staff signature _____

I have read and understand the reader board 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 this application. Being fully informed of these rules and regulations, I hold the city of Chehalis and its employees harmless, from all claims, injuries, liabilities, damages, losses, or rights of action resulting from the use of said reader boards.

Signature

Printed Name

Date

Instructions

- Reader boards are located at:
 - 1) Main Street by park 'n ride ~ park by the back side of the sign
 - 2) National Avenue/CC White planting area ~ park on NE Division Street (across from the Colony House)
- Use keys to unlock the bottom padlocks on each end of the reader board. Unhook latches. Lift up the window and attach chains onto the side hooks to hold it open.
- There is a black mark above the top row indicating the middle to help center the first row.
- Unhook both chains to release window. Secure window back onto framework. Secure latches. Lock padlocks.

Message

Each row accommodates 18 letters, including spacing

ROW 1 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

ROW 2 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

ROW 3 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

ROW 4 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Character List

Characters listed below are the only amounts available. Make sure there are enough characters for your message.

Letter	Amount	Letter	Amount		Number	Amount		Special Plates	Amount
A	24	N	14		0	16		Cent ¢	8
B	16	O	24		1	16		Dollar \$	8
C	16	P	16		2	16		Dash -	20
D	16	Q	8		3	16		And &	4
E	30	R	28		4	16		Exclamation !	6
F	16	S	28		5	16		At @	4
G	16	T	28		6	16		Slash /	8
H	28	U	20		7	16		Colon :	12
I	28	V	16		8	16		Dot/Period .	8
J	16	W	16		9	16		Comma ,	4
K	16	X	8					Apostrophe '	4
L	16	Y	16					Hashtag #	4
M	22	Z	8					Asterisk *	2

FOR OFFICE USE ONLY

Date returned _____ # of characters returned _____ Damages? Yes ☐ No ☐

If yes describe _____

02/15/2022