

POLICY ID: PW-004		TITLE: Score Board Space Rental	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD: <i>C. Jalowicz</i> Village Clerk		DATE: October 22, 2013
EFFECTIVE DATE: <i>Immediate</i>			
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose – To defray some of the yearly costs for operating the baseball fields in the Village parks, space on the scoreboards will be set aside each year for advertisement. Funds collected from the sale of this space shall be a miscellaneous income of the Kronenwetter Park Department and shall go towards the replacement bulbs and upkeep of the scoreboards and baseball diamonds.

Procedure - The procedure for rental of scoreboard space shall be as follows:

- Village staff will get a price from a local vendor to place a removable decal on the baseball field scoreboards at the various parks. They will then present those costs to the Property & Infrastructure committee, who will recommend a set price for space rental for the upcoming baseball season. At their next meeting, the Village Board will approve a price for the rental of the space for the upcoming season. Rental periods will be from the last Monday in March through the day before the last Monday in March of the following year.
- Once the Village Board has approved the rental price for space on the scoreboards, Village staff will submit information to both the Wausau Chamber and the Mosinee Chamber of Commerce advertising space available for rent on the baseball diamond scoreboards, as well as post on the Village's website space available for rent. Village staff will also submit letters to previous renters, inquiring if they wish to renew their rental for the upcoming year.
- Village Staff will rent space on a first come first serve basis, and once a renter has rented space and provided payment for their signage Village staff will contact the local removable decal vendor and order the signage, and instruct the Park Department to place the signage on the scoreboard once the new rental year begins. Space rental will also be pro-rated per month, so that renters renting space after the last Monday in March will pay 1/12th less for every full month after the last Monday in March that they sign the rental agreement.

All posted signs shall conform to the following rules:

1. All the signs shall all be a uniform size of 48" wide by 30" tall, and shall be constructed of such a material as to allow removal of the sign at the end of the rental year.
2. The Village must approve the sign and its design, color and message before the Village will display the sign on the scoreboards. The DPW Director, as the administrator of the Village parks, will review the signs before the park staff can post them. If the DPW Director is not certain sign content is appropriate he/she may seek the approval of the Property and Infrastructure Committee or the Village Board.
3. The sign contents will not include the advertisement of adult use establishments, tobacco products, alcohol and/or fermented malt beverages.