

## Information Kiosk Posting Policies

**Contact: Darlene Jensen**  
**Main Street Coordinator**  
**687-5231**



Policies for Kiosks owned by the City of Woodland Park, located in Bergstrom Park and Centennial Trailhead.

### General Requirements for Posting

- Only community programs and activities allowed.
- Faith based programs are not permitted.
- Business and individual activities/events are not permitted.
- Priority will be given to events and information sponsored by the
  1. City of Woodland Park – including emergency messages from local governments
  2. Woodland Park Main Street
  3. Woodland Park Chamber of Commerce
  4. Woodland Park RE-2 School District
- All events must be held in the Teller County/Western El Paso County area.
- Posters will be removed by the City following the event.
- Postings may be taken down prior to event date in the case of priority posting requests.

### Advertisement Standards

- Notices will be no larger than 8 ½" x 11" for single events, and 11" x 17" for multiple events, such as Summer Signature Events or Holiday Event listing.
- Laminating advertisements is recommended.
- Contact information for further details should be included on posting.
- Posted materials will not be returned after removal from the kiosk.

### Submittal

- Requests to post information will be submitted to the Main Street Coordinator, who will make a decision on posting in consultation with Parks and Recreation Director and Special Projects Director.
- Requests should be submitted at least 14 days prior to the proposed posting date.

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Organization: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date of Posting: \_\_\_\_\_