



TOWN OF GOFFSTOWN, NH

PARKS & RECREATION ELECTRONIC MESSAGE CENTER USE POLICY

Policy Type	Town Property
Adopted Date	06/27/2022
Adopted By	Select Board
Effective Date	06/27/2022
Revised Date	

PURPOSE – Goffstown Parks & Recreation Electronic Message Center

The purpose of the Electronic Message Center at the Goffstown Parks & Recreation Building is to communicate Town of Goffstown and community information to the residents and businesses of Goffstown. Community information is posted when a request is submitted to the Goffstown Parks & Recreation Department via ParksRec@GoffstownNH.gov and the Director of Parks & Recreation approves of the message.

POSTING - Examples of Acceptable Community Information

Postings on the Goffstown Parks & Recreation Electronic Message Center are limited to the following messages:

- All official Town of Goffstown messages are top priority. These would include events and messages submitted by Town Departments.
- All official messages from the political subdivisions, including the Goffstown School District, Goffstown Village Water Precinct, Grasmere Village Water Precinct, and Hillsborough County.
- Town sponsored groups (e.g. Crispin House, Main Street Program, CERT, etc.) and groups that work in conjunction with the Goffstown School District (e.g. parent and faculty groups).
- Non-profit athletic associations that work in conjunction with the Goffstown Parks & Recreation Department.
- Goffstown non-profit service organizations such as Lions, Rotary, Garden Club, etc.
- Other Goffstown community based non-profit groups.

Organizations not matching the above criteria may inquire about whether their messages can be posted by calling the Goffstown Parks & Recreation Department at (603) 497-3003 or e-mailing the information to ParksRec@GoffstownNH.gov.

MESSAGES - Examples of Acceptable Community Information and Request Requirements

- A request to display a message does not guarantee the message will run.
- Messages will conform to the Town's Zoning Ordinance, §6.4.2, which prohibits signs which move or create an illusion of movement. Signs, for which sign content is changed mechanically or electronically more frequently than once in fifteen seconds, are defined as moving or creating an illusion of movement.
- Each message is limited in length to what will fit on a single view of the sign.
- The Director of Parks & Recreation reserves the right to edit message information for space, clarity and content.
- Message wording must be submitted in writing, preferably electronically. A contact name and



TOWN OF GOFFSTOWN, NH

PARKS & RECREATION ELECTRONIC MESSAGE CENTER USE POLICY

phone number must be included on all requests.

- Groups may request to display a message that communicates a specific event. The request must contain a title, location, date, time and the group's name, as well as the proposed message to be posted on the Electronic Message Center. Applicant may be required to seek a special event permit in accordance with the Town's Special Event Permit Ordinance.
- The message must be for the betterment of the community and pertinent to residents and/or businesses of Goffstown. The message should serve a cultural, social, or education purpose or promote the general health and welfare of the community.
- Message requests should be submitted at least two weeks prior to when the message needs to begin running.
- The maximum time a message will be displayed on the message board is four weeks.
- One message per group will be displayed on the message board at one time. Additional messages submitted will need to be approved by the Director of Parks & Recreation.
- The Director of Parks & Recreation shall consider requests to post messages on the Goffstown Parks & Recreation Electronic Message Center and only grant approval of messages in accordance with this policy. Any denial by the Director of Parks & Recreation shall be provided in writing.
- An individual or organization aggrieved by a decision made by the Director of Parks & Recreation pursuant to this policy may submit a **Request for Appointment with Select Board** form for consideration at the next regularly scheduled Select Board meeting.

In all cases ...

- No personal messages are accepted. These include Birthday, Anniversary, Birth, retirement, announcements, and other messages of a personal nature as determine at the sole discretion of the Parks & Recreation Director.
- No political advocacy messages are allowed. However, announcements alerting the public to vote without advocating how to vote may be accepted.
- The Town reserves the right to edit all messages submitted for posting, in order to ensure clarity and length.

SUBMIT Message Center Requests:

E-mail at:

ParksRec@GoffstownNH.gov

Hand delivered:

**Parks & Recreation Department
155 So. Mast Street**



TOWN OF GOFFSTOWN, NH

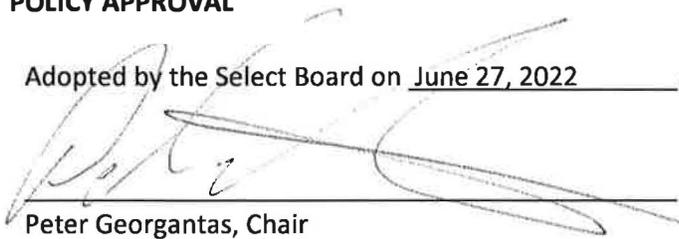
PARKS & RECREATION ELECTRONIC MESSAGE CENTER USE POLICY

WAIVER

The Goffstown Select Board reserves the right to waive any or all provisions of this policy after due deliberation at a duly noticed meeting.

POLICY APPROVAL

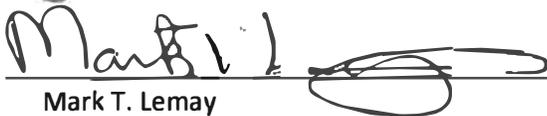
Adopted by the Select Board on June 27, 2022.


Peter Georgantas, Chair


Kelly Boyer, Vice Chair


Collis Adams


Jim Craig


Mark T. Lemay