



Official Policies and Procedures Document

APTV Community Bulletin Board (Policies & Procedures)

The Community Bulletin Board is a text and graphic-based message posting component of the APTV broadcast. All individuals, organizations, institutions or entities are invited to submit information to be included on the APTV Community Bulletin Board. All information must be submitted on our “APTV Bulletin Board Request Form”. Forms can be found on [and submitted](#) via our website at asburyparktv.org. Forms can also be obtained at our office during regular office hours (Monday and Friday from 10AM until Noon). These forms can be dropped off in the APTV mailbox in City Hall or mailed to our City Hall office located at:

APTV – Bulletin Board Request
1 Municipal Plaza
Asbury Park, NJ 07712

The bulletin board is a mechanism for the airing of public announcements or messages that are non-commercial and deemed to be informational to city residents. These messages include the announcement of events or services sponsored or conducted by governmental, educational or non-profit community groups or organizations.

- All requests must be received at least three weeks in advance of the date you wish for it to be aired.
- All requests must have a contact name, phone number and email address.
- All requests must comply with all the policy and procedures of APTV and local, state and federal laws.
- APTV reserves the right to edit requests due to space limitations, to fit into a specific design, or for other reasons.
- Meetings of non-profit, non-governmental groups are permitted to be announced; however announcements of internal organization meetings (ex., a finance committee of XYZ Club) will not be carried. For purposes of this provision, municipal boards, committees, and/or commissions shall be exempt.
- APTV reserves the right to deny any and/or all requests. Decisions may be appealed to the Board of Trustees of APTV.



- Local requests will take precedence over regional requests.
- Emergency events will take precedence over any and all other requests. In the event of an emergency or weather related event, the regularly scheduled Bulletin Board announcements will be interrupted to disseminate pertinent information to the public regarding the situation.
- Date sensitive requests may take precedence over general information notices unless said notice is of a critical nature to Asbury Park residents.
- APTV makes no guarantee as to when and for how long your request will appear on the air.
- General information requests will be aired for no more than 30 days unless an agreement is made beforehand in writing with the APTV. Requests may be resubmitted once they are off the air.
- No promotions for religious services will be permitted on the APTV Community Bulletin Board.
- No announcements shall contain references to lotteries and games of chance that are for profit.
- **Non-profit fund raising announcements of lotteries, raffles and games of chance are permissible if the non-profit organization has acquired an AP city issue licensed for the specific fund raising event.**
- No ads for political campaigns will be run on the APTV Community Bulletin Board.
- The person submitting the “APTV Community Bulletin Board Request form” bears sole responsibility for its content and accuracy.

APTV Community Bulletin Board Request Form

Instructions printed on this form must be followed and submitted in full or this form may be discarded.

Name of Organization: _____

Chief Officer of Organization: _____

Name of Contact Person: _____

Phone Number of Chief Officer: _____ email: _____

Phone Number of Contact Person: _____ email: _____

Date of Request: _____

Requested broadcast start date: _____ Broadcast end date: _____



Message to be displayed: (50 words maximum- Please type or print clearly)

All messages should include the name of the event (ex.- a spring bazaar and luncheon) or service (ex., flu shots), the name of the sponsoring organization, date, time, location, costs and a contact person's phone number and/or email for further information. The person submitting the "APTV Community Bulletin Board Request form" bears sole responsibility for its content and accuracy. Only one event per form submitted.

OFFICIAL USE ONLY

APTV Approval signature _____

Date: _____

Comments or changes:
