



*City of Arts & Innovation*

**CITY OF RIVERSIDE**  
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**MARKETPLACE & UNIVERSITY VILLAGE  
READER BOARD USER REQUEST FORM**

The MarketPlace Reader Board and University Village Reader Board are intended solely for the displaying of messages regarding community and City sponsored events, attractions, activities, and programs, specifically within the City of Riverside. Your message may need to be edited or abbreviated to meet reader board formatting requirements or City standards. Message requests must be received at least two weeks prior to requested message date. Messages will not be displayed earlier than two weeks before event date unless approved by City Staff. Availability is on a first-come, first-served basis. The City reserves the right to edit, refuse, or delete messages.

**DEPARTMENT/  
ORGANIZATION NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

By signing OR printing your name on this request form, the user hereby releases the City of Riverside and the appropriate department from any and all liability which may be associated with the display of information on the electronic reader board, including, but not limited to, any failure to perform by the City of Riverside.

**MESSAGE:**

**FIRST LINE:** \_\_\_\_\_

**SECOND LINE:** \_\_\_\_\_

**THIRD LINE:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

**END DATE:** \_\_\_\_\_

**MESSAGE APPROVED**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_