



Proposal for Installation of McGeorge Park Message Center



Table of Contents

Overview.....2

Specifications..... 2

Vendor/Order Information.....4

Site Plan.....5

Message Center Regulations.....6

Logo/Banner..... 9

Overview

This proposal seeks approval for the purchase and installation of a freestanding outdoor bulletin board message center to be located in McGeorge Park. The message center will serve as a central communication point for announcements, events, and important neighborhood updates. With a personalized design and durable features, it will offer long-term functionality while enhancing the aesthetic appeal of the park.

Specifications

The proposed message center will meet the following criteria:

1. **Design and Structure**

- **Type:** Outdoor freestanding message center
- **Display:** Single-sided
- **Cabinet Doors:** Two hinged doors with key locks for security
- **Orientation:** Square
- **Color:** Cedar

2. **Personalization**

- **Header:** Logo

3. **Construction and Materials**

- **Message Board:** Black rubber tack board for durability and ease of posting
- **Viewing Panes:** Break-resistant material to ensure long-lasting performance
- **Color Options:** Brown or green, to complement the natural surroundings



4. Dimensions and Mounting

- **Board Size:** 48 inches by 48 inches (4' x 4')
- **Posts:** Two 4-inch by 4-inch posts, 120 inches (10 feet) tall, ensuring a stable and secure installation

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- Specifications for Order:
 - This quote includes:
 - 48" Wide x 48" High (Frame type is Recycled Plastic)
 - Square Orientation
 - Hinged with 2-Doors (swing open)
 - 2 Posts
 - No Surface Mount Boots (sign will be cemented into the ground rather than mounted onto a cement base)
 - Backboard is Recycled Black Rubber Tackboard
 - Therefore no vinyl over cork
 - No LED Lights
 - Custom Header
 - Logo-As Pictured

Vendor/Order Information

Order from [Displays4sale.com](https://displays4sale.com):

Built to Order
Order today and receive it by November 28 - December 4. ?

From \$3243.20

Quantity

—

1

+


Choose your size, color, and options when applicable...


Your selections

Overall Size: 48" Wide x 48" High
Orientation: Square
Door Style: Hinged with 2-DOORS (Swing-Open)
Post: 2 Posts Included
Finish: Cedar
Surface Mount Boots: None – NO LIGHTS
Backer Board Material: Recycled Black Rubber
Tackboard
Vinyl Over Cork Color: No Vinyl
LED Lighting: None - NO LIGHTS
Header Style: Custom Header / Logo
Header Text:

EDIT SELECTIONS

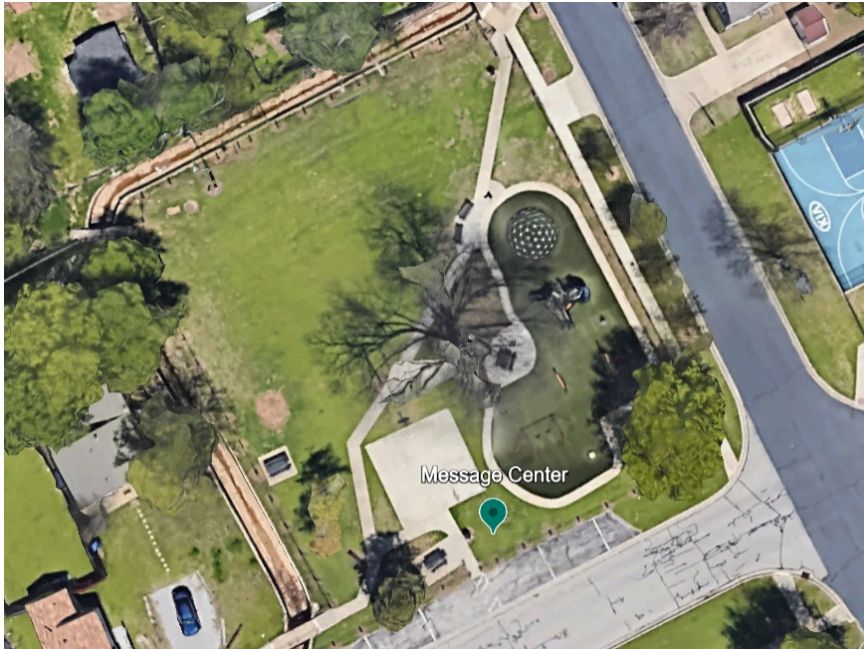
ADD TO CART

 Request a Quote

 Add to wish list

Site Plan

- **Installation:** To be mounted securely on two 4"x4"x120" posts. Installation will include ensuring the posts are stable and level to prevent weather-related wear or damage.
- **Location.** Edge of McGeorge Park east of the basketball pad facing the street parking off of Eufaula.



Message Center Regulations

Original Townsite Park Message Center

Policies and Procedures for Posting Notices

Adopted by the Original Townsite Neighborhood Organization, Inc. on 09/17/2025

Revised and Adopted by Original Townsite Neighborhood Organization, Inc. on 11/12/2025

1. Purpose

1.1 The Original Townsite Park Message Center (“Message Center”) exists to provide residents with timely and relevant information about neighborhood and city events, resources, and announcements.

1.2 The Message Center shall prioritize communication that strengthens neighborhood life, promotes civic engagement, and supports the well-being of residents.

2. Eligibility for Posting

2.1 **Neighborhood Notices.** Notices directly related to the Original Townsite Neighborhood, Inc. (the “OTS Neighborhood”) shall have the highest priority.

a. Examples include neighborhood organization meetings, block events, community cleanups, safety alerts, lost and found pets, and neighborhood-wide initiatives.

2.2 **City Notices.** Official notices and events of the City of Norman may be posted if they are relevant to neighborhood residents.

a. Examples include city council meetings, public hearings, park programs, street closures, and utility updates.

2.3 **Exclusions.** The following postings are prohibited:

- a. Commercial advertisements or solicitations for activities outside the neighborhood;
- b. Postings unrelated to the OTS Neighborhood or official City business;
- c. Political campaign materials, except as permitted for official election notices issued by the City or State; and
- d. Personal sales or garage sales, unless the activity occurs within the neighborhood boundaries and space is available.

3. Posting Duration

3.1 **Event-Related Notices.**

- a. Notices may be posted up to thirty (30) days prior to the event date.
- b. Notices must be removed within five (5) days after the event.

3.2 Non-Event Notices.

- a. Notices not tied to an event (e.g., lost pets, community alerts) may be posted for a maximum of thirty (30) days.
- b. Extensions may be granted if relevant, such as for an ongoing search for a pet.

3.3 Neighborhood Organization Notices.

- a. Standing notices such as annual meeting schedules, agendas, and prior minutes may remain posted throughout the year.
- b. Such notices shall be updated as new materials become available.

4. Priority and Space Allocation

4.1 Posting Hierarchy. In the event of limited space, notices shall be prioritized in the following order:

- a. Original Townsite Neighborhood notices;
- b. Official City of Norman notices relevant to the neighborhood;
- c. Other neighborhood-specific postings, such as lost/found pets or yard sales.

4.2 Conflict Resolution. When notices compete for limited space, priority shall be given to:

- a. Notices related to upcoming events; and
- b. Notices related to urgent neighborhood matters, such as safety alerts or lost pets.

5. Posting Procedure

5.1 Approval and Access.

- a. All postings must be approved by either the Secretary of the OTS Neighborhood. or the City Parks Department representative responsible for the facility.
- b. Only authorized keyholders may access and update the Message Center.

5.2 Standards for Posting.

- a. Notices must be neat, legible, and dated with the date of posting.
- b. Notices larger than 8.5" x 11" may be reduced or refused if space is limited.
- c. Offensive, defamatory, or inappropriate content is prohibited and may be removed immediately.

6. Maintenance and Oversight

6.1 The OTS Neighborhood shall maintain the physical Message Center structure.

6.2 The Secretary of the OTS Neighborhood shall oversee:

- a. The timely posting and removal of notices;
- b. Coordination with residents requesting postings; and
- c. Communication with the City Parks Department regarding upkeep or repair.

7. Key Control

7.1 One key to the Message Center shall be held by the City Parks Department.

7.2 One key shall be held by the Secretary of the OTS Neighborhood

7.3 Keys may not be duplicated or loaned without written authorization from both keyholders.

8. Enforcement

8.1 The Secretary of the Neighborhood Organization and the Parks Department are authorized to remove postings that violate these policies or that are outdated.

8.2 Repeat violations may result in the denial of posting privileges for the individual or organization responsible.

Logo/Banner

