



## Electronic Flyer Distribution for Companies Renting Building Space

Indian Prairie School District 204 has established the following guidelines for processing requests to promote for-profit educational programs and activities to parents and students. All electronic materials must be approved prior to being posted online. The flyer will be posted in a designated area on a school's website and the district website. It will also be sent out once a week, for 4 weeks, on the principal's listserve, and District 204 E-News. These will be the only channels for distributing program information for qualifying companies.

### 1. Who qualifies to participate?

Companies or organizations may participate if they meet the following:

- Have an *approved* building rental application to hold an educational program or activity for students at a designated building on file with the Building Operations Department.
- They do not qualify for inclusion in the district's e-Folder. 501(c)(3) organizations should continue to use the district's e-Folder to promote their programs and activities.

### 2. Posting fee

\$200 per school per flyer. The flyer will remain on the school's website for 30 consecutive days.

Checks are non-refundable. Once your flyers are posted online, credits will not be issued for classes that have been cancelled for any reason.

### 3. Rules and guidelines

**Disclaimer** All materials must contain a disclaimer on the flyer with the following language "*Distribution of this material is in no way an endorsement of programs, services, activities or products by the Indian Prairie School District 204.*"

**Identifying information** Flyers must contain information clearly identifying the sponsoring company, including contact information, class dates and registration information.

**Applicability to intended audience** Approval may only be given for programs or activities appropriate for and directed toward the age of students attending the school and are presented by for-profit companies that have rented building space in the designated school.

**An application is complete** only when your building rental agreement has been approved, a pdf of the flyer and a request form have been received, and your check has been received. Flyer(s) will be posted approximately 10 days after your application is complete. Checks should be made payable to Indian Prairie Educational Foundation.

**Prohibited materials*****Materials cannot:***

- Interfere with the District's educational objectives;
- Compete with District programs;
- Be obscene or libelous in nature;
- Be contrary to the curriculum adopted by the District;
- Advertise products or services not permitted to minors by law;
- Advertise for a political purpose or to influence a ballot position;
- Advertise fundraising activities or contests for non-school organizations;
- Advertise or solicit volunteers, internships, or employment opportunities;
- Advertise activities or services to students that occur during the regularly scheduled school day



## Application for Electronic Flyer Distribution for Companies Renting Building Space

**Instructions:**

1. Your flyer will be posted within 10 business days after your application is complete. Send your company's check to the following address: *Indian Prairie Educational Foundation, 780 Shoreline Dr. Aurora, IL 60504.*  
*Make checks payable to Indian Prairie Educational Foundation.*
2. Email a PDF of the flyer with the following disclaimer "*Distribution of this material is in no way an endorsement of programs, services, activities or products by the Indian Prairie School District 204*" to [204-flyer@ipsd.org](mailto:204-flyer@ipsd.org).
3. Send this completed application form with your check, or email with the PDF of your flyer to [204-flyer@ipsd.org](mailto:204-flyer@ipsd.org).
4. The company must have an *approved* building rental contract on file and be in good standing with the School District 204 and the Building Operations Department.
5. The district reserves the right to reject electronic flyer submissions.

PLEASE PRINT:

Date application was submitted: \_\_\_\_\_

Date requested for posting to appear online: \_\_\_\_\_

School where program takes place (and where flyer will be posted): \_\_\_\_\_

Name of organization renting building: \_\_\_\_\_

Name of person submitting flyer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**For office use only:** Date check received: \_\_\_\_\_ Check number: \_\_\_\_\_ Rental agreement Y / N