

Use of City Banner Poles

Purpose

To establish a policy concerning the use of the City's banner poles located on College Street near 6th Avenue SE.

Policy

It is the policy of the City of Lacey to allow organizations to use the poles on College Street for hanging banners advertising community events.

Procedure

1. Written requests for use of the poles shall be submitted to the City Manager or designee, using the form attached. The request shall include information on the nature of the event being advertised, the length of time the banner is to be hung, a description of the banner, etc. A \$25.00 application fee must accompany the request. (The fee will be refunded if the request can not be accommodated.)
2. Banners should advertise events of general community interest, not just organizations themselves. Requests will generally be granted on a first come, first served basis. Preference will be given to requests submitted by non-profit organizations. The City's need for using the banner poles will take precedence over other uses.
3. Requests must be received two weeks prior to the time the banner is to be hung. Banners will be hung for a maximum of two weeks.
4. In special circumstances, the City Manager or designee may waive any or all of the requirements stated above.
5. The **maximum** banner size will be 4 feet high by 40 feet long. Grommets must be placed along the top and bottom edges of the banner. The **minimum** grommet size is ½ inch (inside measurement) and the grommets must be placed a maximum of 2 feet apart. Air holes must be placed in the banner. There can be no ropes or other securing devices on the banner that have the potential to hang into traffic.
6. Banners should be made of high quality canvas, and should be printed on both sides. If printing is on one side only, it may not show through on the other side.

7. Use of the banner poles is subject to availability of City staff/equipment to hang the banners. If weather conditions pose a danger to City personnel, banners will not be hung until it is safe to do so.
8. A standard safety inspection of banners will be performed by City staff prior to installation. If, in their estimation, the banner is unsafe, it will not be hung. The City reserves the right to deny use of the banner poles for banners of questionable taste or poor quality.
9. At the discretion of City staff, banners may be removed at any time that they impose a danger to public safety or to the banner poles due to banner deterioration, storms, high winds, etc.
10. You will be notified by telephone if the request is approved. Banners should be taken to the City Shop, 1200 College St SE, several days before the date the banner is to be hung.