



## CITY OF PORT ANGELES PARKS & RECREATION DEPARTMENT BANNER SPACE RESERVATION FORM

<b>Applicant Name</b>		<b>Today's Date</b>	
<b>Organization</b>			
<b>Description of Event Being Promoted</b>			
<b>Phone</b>		<b>Address</b>	
<b>Banner Week(s) Requested</b>		<b>Banner Type (Select One)</b>	<input type="checkbox"/> Personal <input type="checkbox"/> Loaner
<b>Signature</b>			

**Banner Requirements (see diagram below for size guidelines):**

- Personal banners: must not weigh less than 22 ounces
- Personal banners: must have four wind flaps ("U" - minimum 9.5" x 6.5")
- Personal banners: must have no smaller than 5/8" inside diameter grommets ("O")
- On City loaner banners: use **water-based latex paint only**
- See back for further information on allowable and non-allowable banners

A rental fee of **\$135 per week** for a personal banner or **\$140 per week** for a City loaner banner must be received with this application.

**Bring banners to ASM Signs at 1327 E. 1<sup>st</sup> Street #A by noon on the Thursday prior** to scheduled installation date. Banners are taken down each Monday. **Call ahead to ensure delivery: 360-452-7785.**

**Please provide a sketch of the banner design below:**



<b>FOR OFFICE USE</b>	<b>BANNER APPROVED BY DIRECTOR OR DESIGNEE:</b>	<b>DATE</b>
-----------------------	---	-------------

## **PARKS & RECREATION DEPARTMENT POLICY AND PROCEDURES EXCERPTS FROM REGULATION OF BANNER USE PR – 0201**

### **PROCEDURES**

Application - Before space is reserved and a banner is authorized, the following information must be provided to the Director of Parks & Recreation:

- Sponsor of activity to be promoted
- Sketch of the proposed design
- Name, address and phone number of the contact person

Payment - Before any banner is installed, the following must be completed:

- Payment must be received three (3) weeks following the reservation
- A written receipt/permit shall be issued to the scheduled group/individual at time of payment
- Groups who use these facilities on a regular basis, or under other extenuating circumstances as determined by the Director, can make arrangements to be billed

Allowable Displays - The following are banners permitted for display:

- Promotions for entertainment, recreational, educational, festival, or sporting events, sponsored by local non-profit community service organizations
- Promotions of fundraising events sponsored by local non-profit community service organizations
- Activities sponsored by the City of Port Angeles
- Athletic and special community events that are commercially sponsored, when proceeds are used for specific community service projects
- Welcome messages, such as those for class reunions, conventions, and conferences, athletic tournament participation, fishing event participants, local winner of major event, etc.
- Promotion of sales and fundraising activities for youth organizations for their support
- Promotion of sales for non-profit and community services organizations when a major portion of the profit will be for specific community and/or youth projects
- Non-partisan and non-candidate voting information, or reminders to vote
- Entertainment, sporting, recreational, educations, or fundraising events sponsored or promoted by other government agencies

Non-Allowable Displays - The following are examples of banners that are not permitted for display:

- Personal messages for family members
- Promotion of a commercial enterprise “for profit” event
- Promotion for sales of goods and/or services for organizations with a purpose other than those listed in 6.3
- Advertisements for clubs, churches, “for profit” organizations, or other organizations promoting an event or the sale of goods and/or services, with an admission charge or other fee, when the profits will not be used for youth in the community or for a specific community service project
- Advertisements for religious organizations with a message not related to an allowed category
- Messages of political parties or political groups that are not related to an allowed category
- Advertisements of clubs or organizations for events which would be primarily for listed membership participation

*For full Policy and Procedures, contact the Parks & Recreation Department.*

**Phone:** 360-417-4523 | **Fax:** 360-417-4559

[www.cityofpa.us](http://www.cityofpa.us) | [rmerritt@cityofpa.us](mailto:rmerritt@cityofpa.us) | [facebook.com/portangelesparksandrec](https://www.facebook.com/portangelesparksandrec)

308 East Fourth Street | Port Angeles, WA 98362-0217