

# CITY OF CENTRALIA BANNER POLICY

**PURPOSE:** The purpose of this policy is to govern the use of banners within the right-of-ways in the city of Centralia.

**ELIGIBILITY REQUIREMENTS:** Applications will only be accepted from non-religious, non-political, civic organizations advertising community events.

**RESERVATIONS:** A calendar shall be maintained by the Utilities Department to reserve banner installation dates. Organizations are limited to two events per year for a one week period unless scheduling permits an extension.

**APPLICATION FOR PERMIT:** Banner applications may be obtained from the City of Centralia Utilities Department.

The application may contain the following information:

- Date of event.
- Name and purpose of event.
- Date of proposed placement of banner.
- Draft of proposed art work and message to be printed on the banner.
- Date banner will be removed.
- Proof of tax exempt status.
- Sponsoring agency.
- Contact person, name and phone number(s) to be used in the event of a problem.
- Current comprehensive liability insurance certificate and hold harmless agreement.

**TIME LIMITATION:** Applications must be submitted at least 60 days prior to the date(s) being requested; however, they will not be accepted more than one year in advance of the requested installation date. Completed banners shall be submitted to the Utilities Department two weeks in advance of the event.

Banners will be hung every Monday and will be removed the following Monday. Organizations may recover their banner(s) on Tuesdays at the Utilities Department. In the event an organization fails to pick up their banner 30 days following the conclusion of the event, the City has the right to dispose of said banner(s).

**BANNER CONTENT AND LANGUAGE:** The City Manager or his/her designee, shall have sole authority to approve or deny banner applications, including design, content, location, and installation dates. Completed banners that don't contain the same language as stated in the application will not be hung.

## **CITY OF CENTRALIA BANNER POLICY**

Any banner, which by glare constitutes a hazard to traffic, shall be prohibited. No sign may use the words "stop," "look," "danger," "drive-in," or any other word, phrase, symbol, or character in such a manner as to interfere with, mislead or confuse traffic.

**SKYLINE BANNER SPECIFICATIONS:** Banners shall meet the following specifications:

- 1) Weight 16 oz. material
- 2) Height (3')
- 3) Length 20'
- 4) Wind cuts or wind flaps required
- 5) Sewn in hem
- 6) Grommets

**SKYLINE BANNER LOCATIONS:** The following locations are available for displaying banners in the city of Centralia:

Main and Cedar  
Mellen and Marsh

**BOULEVARD BANNER SPECIFICATIONS:** Banners shall meet the following specifications:

- 1) Height - 60" minimum - 84" maximum
- 3) Width - 24" maximum
- 4) Wind cuts or wind flaps required
- 5) Hem - single sewn in hem on sides - double sewn in hem with a 2 1/2 inch opening on pole pocket side
- 6) Grommets - each corner
- 7) Material - minimum specification shall be 200 denier nylon

**FLAG BANNER SPECIFICATIONS:** Banners shall meet the following specifications:

- 1) Length - 60" maximum
- 2) Width - 36" maximum

**BOULEVARD AND FLAG BANNER LOCATIONS:** Banners can be displayed in different core locations within the city of Centralia on light poles as approved by City staff.

**CITY OF CENTRALIA  
BANNER POLICY**

**BANNER INSTALLATION AND REMOVAL:** Banners will be installed and removed by the City staff. The City shall provide all supports, braces, guys, anchors, and ropes required for the installation of banners.

**BANNER MAINTENANCE:** Any defect in a banner which could cause possible injury, damage to property, or a traffic hazard, will cause the banner to be removed by the City without prior notification to the organization.

Organizations will be responsible for the cost to repair any damage to city owned property that may result from the hanging or suspension of the banner.

**HOLD HARMLESS:** The Organization shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Organization or on the Organization's behalf out of issuance of this permit, except for injuries and damages caused by the sole negligence of the City.

**INSURANCE:** The Organization shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operation or activities performed by or on the Organization's behalf with the issuance of the Permit.

The Organization shall provide the City with a Certificate of Insurance evidencing General Liability Insurance with limits no less than \$1 Million each occurrence; \$2 Million general aggregate. The City shall be named as an additional insured on the Organization's policy.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2001

Approved to form:

Approved:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Manager