

City of Germantown
One North Plum Street
Germantown, OH 45327
Phone (937)855.7255 Fax (937) 855.3215

BANNER APPLICATION
(East Market Street)

Date: _____

Applicant or Organization Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

Dates to be displayed: From _____ to _____ (Maximum 2 weeks)
We try to accommodate your requested dates. However, we may need to rearrange due to multiple events.

Dimensions of Banner: _____ x _____ = _____ Sq. Ft.
Please refer to instruction sheet on required banner sizing

Fabric type of Banner: _____

Wording on Banner: _____

By signing below, I acknowledge that the banner I am submitting meets all requirements and know that if it does not my banner will not be installed.

Applicant's Signature

Date

FOR OFFICE USE ONLY

Date Reviewed: _____

Approved: _____ *Approved with Conditions: _____ Disapproved: _____

* _____

Signature of Municipal Manager/Designee

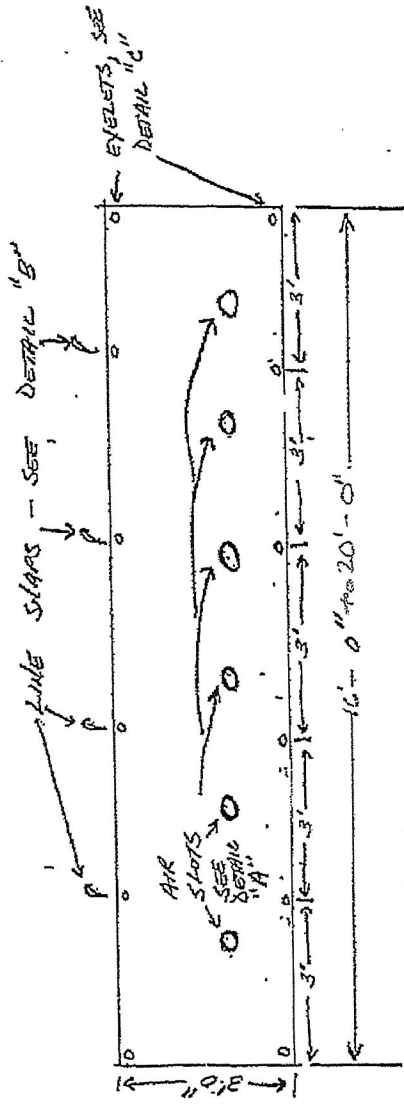
CITY OF GERMANTOWN
BANNER SPECIFICATIONS

These specifications have been developed to implement a standard procedure for organizations that wish to display a banner. The City's objective is to create a welcoming environment for all who visit, work, or reside in Germantown and to reduce the liability accepted by the City in providing this service. The City reserves the right to refuse any banner that does not meet the requirements outlined below.

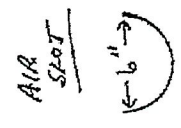
1. A permit shall be obtained from the City no earlier than sixty (60) days and no later than twenty-one (21) days in advance of the installation date desired. The City will review and grant permission to install banners on an application-by-application basis for the available dates. Submitting an application does not guarantee automatic approval. Any and all city events will have priority. The City will contact the organization if the application is approved.
2. Applications for such a permit must state:
 - a. The name of the organization sponsoring the event.
 - b. The dates requested.
 - c. The purpose of the event.
 - d. The exact wording on the banner.
3. A permit shall be granted for a maximum period of two (2) weeks. An organization may not obtain more than four (4) permits in a calendar year. If using a banner, concurrent use of the reader board is not permitted.
4. The banner's content must pertain to a City-sponsored event, which shall have first-priority status, or an event held in the city and sponsored by a civic, charitable, school, social, tax-exempt or non-profit organization (as defined by IRS regulations), or other group promoting community events with a documented presence in the City of Germantown, which shall have second-priority status. The event must be open to all members of the public on substantially the same basis as members of the sponsoring organization and must not discriminate on any legally forbidden basis.
5. The banner's message may not advertise or promote commercial products or services or for-profit organizations, advertise political campaigns, or display a political or religious message or material.

6. Banners shall be delivered to the City Clerk's Office, 1 N. Plum Street, Germantown, Ohio, seventy-two (72) hours prior to desired installation. Banners shall be picked up within forty-eight (48) hours of removal.
7. Banners must be constructed of heavy cloth, canvas material or a minimum of 13 ounce weight vinyl.
8. Banners must not be more than 36 inches in height and between 16 and 20 feet in length.
9. Banners must have a 1 inch folded, double stitched hem around the entire banner.
10. Banners, regardless of size, must have at least six air holes or slots, each 6 inches in diameter. **The City will not cut air holes or slots into a banner.** (see example)
11. The banner shall have a visible marking to show the centerline.
12. Banners must have snap hooks installed in every corner and along the top and bottom at 3 feet intervals. The snap hooks must be a minimum of 2 inches in size, which the applicant must supply. (see example)
13. The City recommends that wording be placed on both sides of the banner for better exposure from both sides of the street.
14. Banners with wood attached to them will not be accepted.
15. Banner maintenance is the responsibility of the owner. This include hooks, snaps and rips to material.
16. Installation and removal of banners shall be by the City of Germantown personnel only during normal business hours and weather permitting.
17. The City reserves the right to refuse any banner. Banners with an offensive message and contrary to the values of the general public will not be permitted. Additionally, banners considered by the City to be in poor condition will not be accepted. This includes but is not limited to unnecessary tears in the material, missing eyelets and broken stitching. The City may remove minor items deemed unnecessary or may add items to appropriately display a banner (for example: removing or shortening ropes, adding snap hooks to reach tie off points, etc.) without notice to the organization.

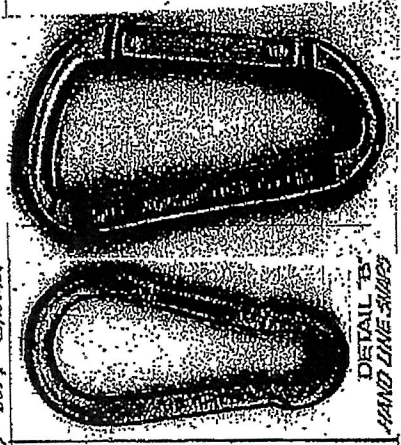
SAMPLE
BARRIER



NOTE: ALL 4 EDGES OF BARRIER SHOULD HAVE A 1" FOLDED HEM FOR EXTRA STRENGTH MATERIAL TO BE IMPROVED, HEAVY DUTY STRAPS.



CHOOSE ONE
DETAIL "A"
AIR SLITS - 6 REQUIRED



DETAIL "B"
HAND LINED SHIMS



DETAIL "C"
EYELETS - 6 REQUIRED

"NOT TO SCALE"