



Selinsgrove Borough Banner/Sign Placement Request

Name of Event: _____

Sponsoring Organization: _____

Are you a non-profit organization: ___ Yes ___ No

Applicant's Name: _____

Address: _____

Phone: _____ E-mail: _____

Date (s) of Event: _____

Hours of Event: _____

Estimated Attendance: _____ Admission Charged: ___ Yes ___ No

Description of event:

I have read and understand the terms and conditions of this reservation and do hereby agree, on behalf of the sponsor of this event, that all persons participating in this event shall adhere and abide by all applicable Ordinances, rules and regulations.

Signature

Date

Selinsgrove Borough Banner/Sign Policy

The following guidelines shall apply to requests for placement of banners/signs on Borough-owned streetlight poles in the Central Business District (CBD). All banners/signs must be approved by Selinsgrove Borough Council prior to installation.

- * Any banners/signs that are displayed are to promote an event, activity or celebration being held that may be of interest to the community. No banner/sign shall be placed unless content is first approved by Borough Council.
- * Requests for banner/sign placement shall be recognized in the order (in time) that they are received by Borough Council.
- * All requests must include a completed Banner/Sign Placement Request Form including graphical representation of the proposed banner/sign. Requests must be received with a sixty (60) day notice in order to ensure proper consideration.
- * All banners/signs must be commercially produced.
- * Display of banner/sign is limited to a maximum of twelve (12) banners/signs for any single event.
- * Banners/signs may not exceed 18" in width x 36" in height and must be vertically-oriented.
- * Banners/signs must be kept in good condition; i.e. legible; not worn or frayed.
- * Selinsgrove Borough Council is not responsible for any damage or loss.
- * Selinsgrove Borough Public Works Department will place and remove all banners/signs. The Public Works Department is also authorized to take down any banner/sign at any time for any reason, e.g. disrepair, severe inclement weather, or any other reason it may find.
- * Once a banner/sign is approved, it may be placed no more than two (2) weeks prior to the event and will be removed within 48 hours of the event.
- * Selinsgrove Borough Council reserves the right to decline a banner request based on banner content or failure to adhere to any element of the stated banner policy.

The organization or individual requesting the installation of a banner/sign on municipal property must agree to hold the Borough Council, and Selinsgrove Borough and its employees, harmless from and to indemnify them against all costs, damages, losses, claims and expenses incurred, directly or indirectly, as a result of such organization or individual's use of municipal property for placement of a banner/sign. Such costs, damages, losses, claims and expenses shall include, without limitation, any damage to the municipal property, and any claim asserted by any third person against the Borough Council, Selinsgrove Borough, and/or any Borough employee on account of any alleged injury casually related to the banner/sign, together with defense costs, including reasonable attorneys' fees.