



## Over Street Banner Policy

PARKS AND RECREATION 22500 SALAMO RD #1100 WEST LINN OR 97068 \*503-557-4700 \*503-656-4106 FAX

### **Purpose:**

The purpose of these guidelines is to provide a functional, fair, and cost effective policy for “Over Street” banners (banners stretching across Willamette Falls Drive and Highway 43) approval, scheduling, installation and removal.

### **Applicability:**

The following guidelines for the Over Street banner process will define many aspects of the process and allow the involved departments a structure to best meet the needs of the applicants. The Parks & Recreation Director or designee may further define the process for instances not anticipated in this policy.

### **Introduction:**

Over Street banners have been scheduled and placed over streets in two locations in the City of West Linn for many years. (Willamette Falls Drive & 12<sup>th</sup> Street and Highway 43 & Walling Way) The City should strive to establish a fair and cost effective program that meets the needs of the groups involved.

### **Order of Priority:**

Priority is defined here to ensure fair decision making when multiple groups wish to hang Over Street banners. The order of priority is as follows:

1. City of West Linn Event\*
2. City Sponsored Event\*\* or partner Government Agency Event

\*City of West Linn Events are defined as those events solely managed and funded by the City.

\*\*City sponsored events are defined as events that received budgeted funds through the City of West Linn budget process or direct support from the City.

### **Over Street Banner Guidelines**

1. Application must be received 60 days prior to desired display dates,
2. Applications for June, July, August and September are due on first business day of April so that a schedule can be developed for the busy summer season.
3. Over street banners will be displayed for a maximum of two weeks at a time.
4. Upon application approval, applicant is responsible for delivering and picking up banner from Parks & Recreation Department, as designated by the dates on approved application.
5. Application fees will be paid by all organizations except for City events.
6. Completed banners that do not have the same language as stated in the application will not be hung.
7. The Parks and Recreation Director or their designee shall have sole authority to approve or deny banner applications, including design, content, and installation dates.