



GLENDORA COMMUNITY SERVICES FOUNDATION

GLENDORA AVE BANNER PROGRAM POLICY AND PROCEDURE

PURPOSE

The purpose of this policy is to establish a guideline for banners hung across Glendora Ave. The banners across Glendora Ave will be for community based non-profit organizations and bonafide merchant organizations to publicize upcoming events.

The intent of the banner will be to enhance awareness of community events, programs, and activities taking place in the City of Glendora.

BANNER SPECIFICATIONS

SIZE: Banners must be 4'H x 30'L - NO EXCEPTIONS.

MATERIAL: Banners must be made of minimum of 13 oz in thickness with 8" wind holes, spaced approximately 5 feet off center.

GROMMETS: Grommets must be located at each of the four corners and must be reinforced (they are stress points). Grommets need to be placed EVERY 24 INCHES ACROSS THE TOP. Grommets must be ½ inch in diameter.

Banner must be in good condition, or they will not be hung.

CONTENT

Banner content, including artwork and written message must be in alignment with the City and Foundation's mission, vision, and core values, and may not contain advertisement for or promotion of illegal activity, gang affiliation, nudity, violence or discrimination, or any other material that would be deemed offensive to a family-friendly environment.

Banners for commercial advertisements, political advertising or religious statements in any form will not be accepted.

Banners shall not refer to a specific individual or business. Banners must promote a community event or merchant group event to which the public is invited.

DURATION

Banners will be installed and taken down on the 1st and 3rd Monday of every month. The fee covers a 2-week period of a banner being up.

Banners will be displayed for a maximum of 8 consecutive weeks.



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APPLICATIONS

An application must be filled out and turned in to the Community Services Foundation at least 21 days in advance of a banner being hung.

A check in the amount of \$100 (subject to change), payable to Glendora Community Services Foundation must be delivered with your application.

ISSUANCE OF PERMIT

Permits are issued on a "first come, first served basis" pending availability. Banners promoting pre-scheduled annual City events such as Holiday Stroll and Tree Lighting, Easter Egg Hunt, Summer Concerts and Movies in the Park, etc., will have priority.

Priority will also be given to youth sport groups and local school districts.

BANNER DELIVERY AND PICK UP

Banners must be delivered to Community Services at City Hall, 116 E Foothill Blvd. **12 days** prior to your requested installation date or **16 days** prior if your banner needs a date change by R&R signs. Request for date change will need to be sent directly to R&R Signs.

All banners must be picked up from R&R Signs at 400 W Foothill Blvd, Glendora, CA 91741, within 48 hours after removal date. The Community Services Foundation, City of Glendora and R&R Signs will not store banners.

LIABILITY

The organization/applicant agrees to indemnify and hold harmless R&R Signs, The Community Services Foundation and the City of Glendora, its officers, employees, and agents from any claim or judgement, in favor of any person or claim, arising out of the location, installation, maintenance, or removal of banners.

The Community Services Foundation, City of Glendora and R&R Signs are not responsible for any damage to the banner caused by wind or other weather-related issues or.

The Community Services Foundation reserves the right to refuse any banner for any reason.