



REQUEST FOR CITY CO-SPONSORED SIGN TO BE DISPLAYED ON CITY PROPERTY

THE CITY MUST BE A CO-SPONSOR OF AN EVENT OR SERVICE FOR A SIGN ADVERTISING IT TO BE DISPLAYED ON CITY PROPERTY. ATTACH THIS REQUEST TO THE CO-SPONSORSHIP APPLICATION OR AGREEMENT.

Name of Entity: _____

Name of Representative: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Description and Date of Event or Service: _____

Description of Information to Be Displayed on Sign (attach graphic to application):

Sign Dimensions and Height: _____

Sign Materials: _____

Requested Date for Sign to Be Displayed (no more than 30 days prior to event/service):

Requested Sign Location: _____

Banners shall not be more than 32 square feet in area and 6 feet in height.

Noncommercial signs and temporary signs shall not be more than 36 square feet in area and 6 feet in height.

Requirements for Banners to be displayed at The Triangle:

Banner Width & Height: **4 feet tall by 8 feet wide**

Banner Material and Grommets: **vinyl with hemmed grommets every 2 feet**

WIND SLITS ARE REQUIRED TO BE CUT IN BANNER TO ALLOW AIR FLOW. A BANNER WITHOUT WIND SLITS SHALL NOT BE DISPLAYED.

Sign locations will be determined by the City, based on availability.

The City will install the sign.

The City is not responsible for damage caused to a sign.

******Below Information is to Be Completed By City Staff******

Request Received By: _____ **Date:** _____

Type of Sign: Banner Noncommercial Temporary

Location Where Sign Will Be Displayed: _____

Request Approved By:

City Administrator

Date: _____