

City of Marshfield Policies and Procedures

Chapter 6: Parks and Recreation

SUBJECT: Permissible Community Event Banner Display Location on Park Property

POLICY NUMBER: 6.420

PAGES: 2

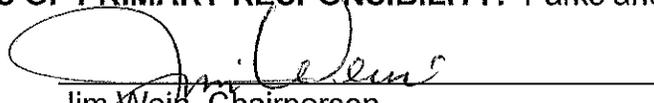
EFFECTIVE DATE:

REVISION DATE:

PERMANENT DELETION DATE:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: Parks and Recreation

APPROVED:



Jim Wehn, Chairperson
Parks, Recreation, and Forestry Committee

Purpose

This policy/procedure has been developed to provide an additional site for the display of community events banners in addition to the locations currently included in chapter 5: Public Works - Banner Policy and Decorations on Historic Light Poles number 5.051. The suggestion for this location to be approved was made by city staff due to the demand for the other locations.

- A. Permissible Location - The location is attached to the face of the 4' high chain link safety fence located along the sidewalk at the southeast border of Wildwood Park adjacent to Central Avenue.
- B. Requirements -
 1. All banners shall be given approval on a first come, first served basis, not more than one year in advance of the requested dates provided they meet the guidelines below.
 2. Parks and Recreation Department and Wildwood Zoological Society events will take precedence and allowed to be scheduled more than one year in advance of the requested dates.
 3. Banners shall not have a commercial message nor contain a commercial logo
- C. Guidelines -
 1. Banners will only be allowed for **Community Events** which shall be defined as an event, or series of related events involving a subject matter or interest to a significant portion of the residents of the City of Marshfield and which is not purely commercial enterprise and where the proceeds, if any, shall directly benefit either a charitable or non-profit organization
 2. Measurement: Banner measurement shall not exceed 120 square feet. Measurement of banner cannot exceed 4 feet in height. Banners exceeding 32 square feet require a temporary sign permit. Contact the Planning and Economic Development Department for temporary sign permit applications and fee information.
 3. The organization making the request is to place the banner shall be responsible for installing and removing the banner at the designated time periods.
 4. Banners shall not be displayed more than twenty-one (21) days and must be removed no later than the day following the event.
 5. Banners shall be made of a durable material so as to resist fading and tearing. Any repairs or replacement of banners shall be the sole responsibility of the organization making the request. Damaged or banners in poor condition, as determined by the Parks and Recreation Director, shall be immediately repaired, replaced or removed by the responsible organization following notification.
 6. Installation and removal of the banner shall be done in such a manner that it does not pose any danger to the general public or the fence structure that it is attached to.

- D. Scheduling - All requests shall be made to the Parks and Recreation Department office. A master schedule will be maintained by the Parks and Recreation Department.
- E. Permits and Fees - An administrative fee of \$10 will be charged by the Parks and Recreation Department and shall be paid at the time the reservation is made. A temporary sign permit will be required from the Planning and Economic Development Department for all banners exceeding 32 square feet prior to installation of the sign.