



Fee due with Application: \$150.00

City of Xenia  
101 N. Detroit Street  
Xenia, Ohio 45385  
(937) 376-7231  
Fax: (937) 374-1818  
www.ci.xenia.oh.us

### BANNER APPLICATION

Name of event \_\_\_\_\_

Start date of event- \_\_\_\_\_ Ending date \_\_\_\_\_

Desired hang date: \_\_\_\_\_

Contact Name \_\_\_\_\_  
(please print)

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone- Daytime \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Other \_\_\_\_\_

Email address \_\_\_\_\_

Date application packet submitted to City Manager \_\_\_\_\_

**NOTE: This form must be provided to the City Manager’s office, along with a color copy of the proposed design, and a copy of certificate of insurance at least 2 weeks (10 business days) before banners are to be installed. Copies of this form, along with color copies of the design of the banner and a copy of the certificate of liability insurance (example attached) with the signature of approval by the City Manager or his designee, must accompany the banners when they are delivered to the City of Xenia Public Service Center.**

The undersigned applicant understands that if the banners do not match the approved design or do not have the design approval attached, they may not be installed or may not be installed by the desired hang date. The undersigned hereby waives, releases, saves, holds harmless, and indemnifies the City of Xenia, its employees, agents, and independent contractors, for and from any and all claims for damage or personal injury to the applicant or the applicant’s organization and agents.

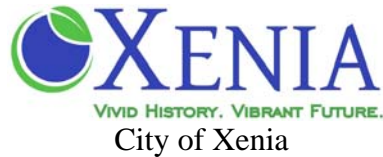
I have read and understand the Banner Policy including the Banner Insurance Policy.

Signature \_\_\_\_\_

Relationship to organization \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

*Return one copy to applicant; cc: to Public Service Center, cc: Certificate of Liability Insurance to Homeland Security/ Risk Management.*



## BANNER POLICY Over-Street Banners

Requests for banners may be granted on a case-by-case basis by the City Manager under the following conditions:

- The content must pertain to a city-sponsored, charitable, or national or state-covered event being held in Xenia. Banners that advertise political campaigns, for-profit organizations, business logos, business names, and slogans associated with a product or service are prohibited.
- The event must be open to the entire community (free or tickets available to all for purchase.)
- Designs must be approved in advance by the City Manager. Banners shall not constitute a public safety concern (e.g. obstruction of motorist and pedestrian visibility such as a highly reflective material.) Please allow at least one week (five business days) for approval decision.
- The banners must be provided to the City at no cost to the city.
- Completed application with design and certificate of Liability Insurance shall be delivered to the City Manager 10 business days prior to hang date. After review of the application, the City Manager will approve or disapprove the proposed banner sign.
- The banners must be delivered to the City of Xenia Public Service Center, along with a signed application form and a copy of the design as approved by the City Manager, at least one week in advance of the desired hang date. Banners may not be hung if provided later. Banners must be delivered to the Xenia Service Center at 966 Towler Road, Xenia, Ohio from 8:00 a.m. to 4:00 p.m. Monday through Friday (except holidays.)
- Sponsoring organization to supply City with a copy of certificate of Liability Insurance to cover any and all claims caused by banner display. It shall include a signed statement holding the City of Xenia harmless from any liability resulting from accident or injury caused by the erection of the banner. (See sample certificate of Liability Insurance form.)
- The City of Xenia assumes no responsibility for damage, banners that don't fit right, loss, fading, inappropriate designs, banners delivered late, late installations, wind, storms or craftsmanship.
- The provider and its agents shall not attempt to install, remove, or repair hanging banners themselves.
- The location of the banner is at the discretion of the City of Xenia. An over-street banner will be hung across West Main Street between Detroit Street and King Street.
- The City of Xenia will hang the banners in a timely manner, subject to the availability of city resources and weather.
- Application may be denied if this is not possible due to other banners already scheduled. City-sponsored events take priority over other events.
- Banners shall not be displayed for more than one week.

- The applicant shall pick up the banners at the Xenia Service Center within a week after they are taken down, even if they will be used again. Any banners not picked up within a week, will be discarded.
- The intent of the banners is to create a welcoming atmosphere for residents, employees, and visitors in Xenia, and to promote the city. Banners are not intended to provide an advertising venue to for-profit organizations and businesses. A banner will be considered in place of a “temporary sign” permit; therefore no other temporary signs will be allowed in addition to the banner.
- The City of Xenia reserves the right to refuse to hang any banner: Banners with an offensive message and contrary to the values of the general public will not be permitted; in addition the City reserves the right not to hang a badly faded and/or damaged banner.
- Once hung, the design shall look the same from both directions of the street.
- Banners shall be made of durable, non-reflective material with a strength capacity design to withstand high wind velocity.
- Banner material must be vinyl, 13-ounce or stronger.
- Banner is to have a minimum length of 45’ and up to a maximum 52’, height between 3’ and 4.5’. All banners are to be supplied with 200’ of 3/8” nylon rope, 1/4” spring snap clip for each grommet hole spaced every 24” to 36” top and bottom. Grommets are also to be placed on each corner. Corners are to be reinforced to provide a tying point to the poles. Adequate wind vents are to be cut to maintain banner material integrity during high winds and storms.