



City of North Plains

31360 NW Commercial St. North Plains, OR 97133

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GLENCOE ROAD BANNER POLICY

The City of North Plains provides space for banners across Glencoe Road with the intent of advertising City-sponsored events, community events sponsored by or for non-profits and/or not-for-profit organizations.

The Public Works Department will facilitate the hanging of banners across Glencoe Road.

The following criteria and procedures shall apply to all requests for banner placement over Glencoe Road:

1. A banner application form must be submitted to the City Manager's Office by the party making the request no less than fourteen (14) days prior to the date requested to hang the banner.
2. Reservations will be taken up to one year in advance.
3. Spaces are reserved on a first-come first-serve basis with preference as follows:
 - i. City-sponsored events
 - ii. Non-profit events within North Plains which are free to the public
 - iii. Free community events taking place within North Plains sponsored by or for the benefit of a non-profit
 - iv. Non-profit events that charge a fee for participation taking place within North Plains
 - v. Free community events sponsored by other than a non-profit taking place within North Plains
 - vi. Events taking place outside of the City and the benefit of the community are considered last
4. Banners may be single or double sided at the discretion of the applicant.
5. Banner will be hung for a minimum of two (2) weeks to a maximum of six (6) weeks. The City can limit or shorten a request based on demand for the space.
6. The exact legend of the banner must be indicated in writing on the application form. (Generally banners are most visually effective when kept simple; i.e. event, date, organizations, and logo.)
7. No commercial advertising will be allowed, except in cases where a sponsoring entity's name is part of the name of the event. In such cases the organization promoting the event may not design the banner such that the sponsoring entity's commercial name is the most overwhelming aspect of the banner.
8. Political advertising is prohibited.
9. Banners must comply with the following specifications:
 - Any type of durable material;
 - Semi-circular wind hole (half moon slits) should be part of the banner;
 - Metal grommets (#3) or larger at all corners, and every 24 inches along the top and bottom of the banner; and
 - Size of the banner will be between twenty (20) to forty (40) feet in length and 4 feet in vertical height.
10. Banner approvals are not guaranteed and will only be hung based upon availability of staff and space.

11. Only one banner may be used for a single event.
12. The length of time that a banner is to be hung is not guaranteed, and may be shorted at the discretion of the City Manager, based on his/her judgment as to the best interest of the City. For example if a banner becomes torn it may be removed for safety reasons.
13. The City Manager shall determine which banners are to be given priority when there are multiple requests for the same time period. Priority will be given to events sponsored by the City, annual community events, and banners for events occurring in near future.
14. All banners should be delivered directly to Public Works (City Hall 31360 NW Commercial Street) five days prior to hanging. Failure to provide the banner in a timely manner may result in a shorter hang time or no display of the banner.
15. Banners must be picked up from Public Works within 10 days after the display week(s). The City of North Plains assumes no responsibility for banners and any banners left more than 30 days may be discarded.
16. The City of North Plains is not responsible for any damage to banners that may occur while installing or removing the banner or any damage to banners that may occur while the banner is displayed.

If you have any questions regarding this procedure or policy, please call the City Manager's office at 503-647-5555.