



Outdoor Banner Posting Request Form

Applicant Information

Name: _____ Date: _____

Phone: _____ Cell Phone: _____ Email: _____

Sponsoring Organization Information

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Banner Information

Title of Event or Activity Being Promoted: _____

Date(s) of Event or Activity: _____

Target Audience: _____

Banner Text (not needed if including sample copy of banner): _____

_____ Banner Size: _____

Requested Placement Date: _____ Removal Date (2 week maximum): _____

Banner Location

One organization may hang no more than three (3) of the same banners throughout Park District of Oak Park facilities, parks, and fields at any given time. From the options below, please choose up to three (3) locations.

- | | | |
|--|--|--|
| <input type="checkbox"/> Andersen – Division St. | <input type="checkbox"/> Fox – Jackson Blvd. | <input type="checkbox"/> Mills* – Home Ave. |
| <input type="checkbox"/> Andersen – Hayes Ave. | <input type="checkbox"/> Fox – Oak Park Ave. | <input type="checkbox"/> Mills* – S. Marion St. |
| <input type="checkbox"/> Austin Gardens* – Forest Ave. | <input type="checkbox"/> Longfellow – Ridgeland Ave. | <input type="checkbox"/> Ridgeland Common** – Lake St. |
| <input type="checkbox"/> Barrie – ballfield backstop | <input type="checkbox"/> Longfellow – Jackson Blvd. | <input type="checkbox"/> Ridgeland Common** – Ridgeland Ave. |
| <input type="checkbox"/> Conservatory – building front | <input type="checkbox"/> Longfellow – Cuyler Ave. | <input type="checkbox"/> Stevenson – Lake St. |
| <input type="checkbox"/> Field – Division St. | <input type="checkbox"/> Maple – Harlem Ave. | |

* = limited availability

** = unavailable Spring 2013 to Fall 2014

For Office Use Only

Banner Location(s) Approved: _____

Approved Dates for Banner Posting: _____

Authorized Signature & Title Date



Rules & Regulations

- ◆ All banner posting requests must be completed and returned to the Park District of Oak Park at least one week before the intended banner is to be hung. Requests can be returned at the front desk of the Hedges Administrative Center at 218 Madison or via email to Diane.Stanke@pdop.org.
- ◆ Unless approved as part of a sponsorship agreement, a banner may be displayed ONLY to announce an event.
- ◆ The maximum size of a banner is a height of 5 feet by a length of 40 feet (total of multiple panels).
- ◆ Only banners relative to an event or activity taking place within village limits that benefit the community at large will be approved to be posted.
- ◆ The banner materials may NOT be metallic or other electrical transmitting material unless specifically approved by the Park District. All banner materials shall be waterproof and resistant to deterioration due to rain, freezing, or sun. In the event any defect or problem is detected by Park District staff and reported to the applicant, immediate attention shall be given to making necessary repairs. Any delay in doing so could result in immediate removal of the banner.
- ◆ The Park District reserves the right to determine priority among conflicting requests for the same time period. Park District sponsored events, activities, or sponsors take precedence over all other requests.
- ◆ Banners may only be hung for official Park District Programs, Park District P.A.C.T. organizations, neighborhood associations, Oak Park non-profit organizations, or other Oak Park Governments or their partners. In some situations, i.e. if an event is being held at a Park District of Oak Park facility, approval to hang a banner may be permitted. All banners hung at the Conservatory must relate to Conservatory functions. All banners hung at Mills Park must not block the view of Pleasant Home.
- ◆ No political banners or banners advertising events involving alcohol or tobacco will be considered for placement.
- ◆ Banners shall be displayed for a maximum period of up to 2 weeks.
- ◆ Organizations are responsible for hanging and removing banners within the time frame allocated and approved without causing any damage to park district property.
- ◆ Banner wording and/or artwork shall be approved by the Park District prior to granting a banner permit to insure consistency with this policy.
- ◆ Banners that do not adhere to these specifications will not be approved for posting.

I, the undersigned, acting as an agent of the Sponsoring Organization, certify that I have read and understand the banner posting policies and procedures associated with this request and accept that this banner will be canceled if the banner does not adhere to the aforementioned specifications and/or policies.

Signature of Applicant

Date