



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

Banner Pole Request Form

REQUESTOR NAME:	DATE STAMP
DATES REQUESTED:	
DESCRIPTION OF USE:	
CONDITIONS/NOTES (Staff only):	
CONTACT INFORMATION (PHONE NUMBER OR EMAIL):	

Agreement to the Rules and Indemnification:

The signature below represents that you have read and understand the above and agree to indemnify and hold the city harmless the fullest extent permitted by law, from any and all responsibility or liability of any and all damage or injury of any kind caused the placement of such sign.

Signature: _____ Date: _____

Please read the following; initial and sign that you understand the Banner Sign rules:

A. Eligibility.

Initial _____

1. This policy only allows for the placement of banner sign between the two sets of poles in the civic sign area as defined above. No other signs are considered as part of this policy, including temporary sign placed in or on the ground or sandwich board signs.
2. Any community organization or organized event located in Boundary County may display an approved banner sign advertising a community event. A community event shall be defined as one

that is open to the general public. An application is required to show compliance with specifications of this policy and approval of the application by the City Administrator or their designee is required.

3. No other signs other than banner signs are allowed in the defined space.
4. Any banner sign placed shall be done so in a respectful, considerate and tasteful way. Any sign that is poorly placed or appears to be falling or damaged will be immediately removed by City staff.

B. General Standards and Requirements for Use of Space Initial _____

1. The area on each civic sign is available to eligible organizations on a “first come, first served” basis. Only four signs shall be on display at a time, one (1) per organization and event. Any given organization or event may only utilize the sign area three (3) times in a calendar year.
2. The Organizing group shall provide all ropes and/or materials to connect the banners to the pole locations. Materials shall not include any items which may damage or destroy the poles. City staff has the final say on approved materials, but may consider restricting banners that contain metal or wood material.
3. Any requestor shall provide an indemnification form to the City prior to placing any banner sign in the designated area (see below).
4. Signs are allowed to be displayed for a maximum of 7-days.
5. Each individual banner shall fit within the specific area designated by the City.
6. In the event that multiple qualified requests are received at the same time precedence will be given to events which are to happen soonest.
7. No other signs for events shall be allowed or be placed. Any sign that is placed outside of the rules of this policy shall be removed by City staff and stored for no longer than 30 days. After which the City may dispose of the sign in any means necessary.
8. The City Administrator may direct the removal of any sign for repair due to damage or vandalism. The City is not responsible for damage or vandalism to any sign.

C. Grounds for Removal Initial _____

1. Any banner sign may be removed for any of the following reasons:
 - a. Upon the determination by the City staff, was not placed in a proper and considerate way.
 - b. Is not an eligible sign by Section A of this policy
 - c. Damaged, destroyed or includes unapproved materials.
 - d. Has not received proper authorization or is any other type of sign other than banner style (sandwich board, temporary signage or ground signs).