

## **City of Madisonville Banner Policy**

Title: Banner Policy

Scope: This policy establishes appropriate use of community banners by a non-profit organization on the City's decorative light poles in the downtown historic district.

Policy: The City of Madisonville maintains approximately fifty (50) seasonal banners and brackets which hang from the decorative light poles in the downtown historic district. The City has designated ten (10) poles, at the locations specified below, for the purpose of allowing non-profit organizations to hang promotional banners supporting community-wide initiatives. The requesting agency shall agree to comply with the following specifications:

1. All requests will be honored based on the receipt date of required documentation.
2. The "Banner Request Application" shall be completed by the requesting agency.
3. The requesting agency shall submit proof of being a registered non-profit organization operating and providing services in the City of Madisonville, KY.
4. An agency shall be limited to this service two times per calendar year. No agency will occupy the allowed space for consecutive time periods.
5. Banners shall not directly promote a fundraising campaign.
6. Graphics/design and durability must be approved by City prior to the production of the banner.
7. Banners shall be made according to the following specifications:
  - a. 13 oz. banner material
  - b. 19" wide x 39" long
8. Banners will be installed by a City employee or representative at the following locations:
  - a. 2 at the intersection of Arch and Main Streets.
  - b. 4 at the intersection of Center and Main Streets (2 northbound on Main and 2 eastbound on Center).
  - c. 2 on the front lawn of the Hopkins County Courthouse.
  - d. 2 at the intersection of Broadway and Main Streets.
9. Banners will hang for a maximum of four weeks, minimum of two weeks.
10. The City will not be responsible for damaged or lost banners.
11. The City will not be responsible for returning the banners to the appropriate agency.

Required Documentation:

1. Completed "Banner Request Application".
2. Proof of 501c3 non-profit status.
3. Artwork/graphic and proof of banner specs (13 oz. material, 19" wide X 39" length).

## City of Madisonville

### Banner Request Application

Agency Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone #1 \_\_\_\_\_

Email: \_\_\_\_\_ Phone #2 \_\_\_\_\_

Address: \_\_\_\_\_

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

Please specify start and end dates for hanging of the banners (minimum of 2 weeks, maximum of 4 weeks). The banner approval process must be completed ***at least 15 days*** prior to the “Starting Date” to insure adequate time for installation.

**Starting Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Ending Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Please specify the reason for the request: \_\_\_\_\_

By signing below, I understand the terms of the Banner Policy, and I understand the necessary procedures to insure approval of request. I also understand that all required documents and final approval must be completed ***at least 15 days*** prior to the “Starting Date”:

\_\_\_\_\_  
Applicant Signature **Date:** \_\_\_\_\_

**City of Madisonville**

**Attn: Kim Blue**

**P.O. Box 705**

**Madisonville, KY 42431 or email [kblue@madisonvillegov.com](mailto:kblue@madisonvillegov.com)**

For Internal Use Only:

Application\_\_\_\_ Artwork/Banner Specs \_\_\_\_ Proof of Non-Profit Status\_\_\_\_ Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is “Starting Date” at least 15 days after the receipt of required documentation? Yes\_\_\_\_ No\_\_\_\_