

JACKSON TOWNSHIP STREET POLE BANNER PROGRAM

Street pole banners are a unique way of promoting a Jackson Township community event or activity. The use of colorful banners to identify a Jackson Township organization's name and special events in the highly traveled area of Fulton and Wales is an exclusive opportunity to promote the event or activity.

1. Application Requirements:

- A) Applicants must be a not-for-profit entity located within the unincorporated boundaries of the Township.
- B) Banner program participants must represent or promote a not-for-profit entity or sponsorship of a charitable, cultural, educational, civic event, or promotion of a special event or community activity held in Jackson Township and be of interest to the general public. Written proof of your group's non-profit status (if applicable) is required and must be furnished with the application.
- C) All banners must meet the township's specifications and be installed in accordance with Jackson Township's rules and regulations. All banner applications, along with drawings of the banners, must be approved by the Township Administrator.
- D) Organizations interested in promoting their event must complete an application with the Jackson Township Administration Department. Applications must be submitted five weeks prior to the display date. Organizations applying pursuant to Section 2(C), must submit a completed application, fees and supporting documents as follows: by August 15th for Fall sports, clubs and organizations; by December 15th, for Winter sports, clubs and organizations; by March 15th, for Spring sports, clubs and organizations. If your application is not received within the appropriate time period, it will not be accepted. Banner placement will be at the sole discretion of Township. Incomplete applications will be returned to the sponsoring organizations for resubmission, if time remains before the deadline.

2. Restrictions:

- A) Banners may not be used to promote or advertise commercial activities or political parties, issues or candidates, sales or types of service. Banners may not include telephone numbers, fax numbers, web site addresses, or street addresses.
- B) Except as otherwise provided in section 2(C), no individual photographs, individual assigned player numbers (team numbers), player/participant names or team/group photographs, or other individual personal identifiers will be permitted on the banners. Community events or activities unrelated to school activities, booster organizations, sports or scholastic clubs will be permitted a maximum of eight (8) banners.
- C) Jackson High School (Jackson School Board of Education sanctioned) Varsity Sports, Clubs and Organizations are permitted to display individual photographs of senior players/participants/members only. The applying organization will be assigned by the Township a designated time period of three weeks in which their respective banners will be displayed. The Township reserves the right to change the designated display period. No extensions of display time will be considered. Only one application will be accepted per high school varsity sport, club or organization. Parental permission to display each student photograph must be submitted with the application along with applicable fees. In the event

there is insufficient pole availability, it will be the sponsoring organizations responsibility to reduce their request to match pole availability.

- D) The applying organization will be responsible for all costs related to the production, printing, and upkeep of the banners. The applying organization is also responsible for the designs and camera-ready artwork, as well as the actual costs of the banners.

3. Length of Display and Storage:

- A) Except as otherwise provided in section 2(C), the banners may be displayed a maximum of 45 days per event, one time per year, and will be removed as soon as possible after the event. No applying organization shall request that the 45 days display period be lengthened, shortened and/or split between two or more sets of banners. The Township reserves the right to limit, extend, and alter the schedule, without notice, the amount of time and dates that the banners can be displayed. No applications will be accepted for display dates for Memorial Day Holiday (May 20 through June 1), and from November 20 through January 5.
- B) All banners are the property of the sponsoring organization. Jackson Township will not be responsible for storing banners. Jackson Township will not be responsible for loss or damage of banners in transit or on display, or in installation or removal. For this reason Jackson Township recommends that each sponsoring organization check into insuring their sponsored banners against loss or damage during display.

4. Banner Specifications:

- A) All banners must be professionally printed on both sides of the banner and must be made of a durable, weather-resistant material (double canvas, vinyl or high-quality nylon or acrylic fabric.), and be 24" wide by 48" long. Banners that are excessively worn, faded, torn or otherwise damaged will not be accepted for display. Jackson Township reserves the right to refuse banners that do not meet proper specifications. The banner arms measure $\frac{3}{4}$ " in diameter (See Attachment A). The banners **MUST be sewn or hot air welded**, not glued, on both the top and bottom ends to avoid separating and dislodging from the post.
- B) One double-sided banner will be installed per pole. Banners must have the same artwork on each side of the banner. Section 2(C) groups consisting of eight (8) or more seniors must have one individual photograph per side of banner (two participants per banner). Section 2(C) groups of seven (7) or less seniors may have one individual participant on both sides of the banner. Electric receptacles are for Township use only.

5. Banner Due Dates for Installation:

- A) Applications submitted pursuant to Section 2(C), shall have their banners delivered to the Township Administration Building as follows:
 - 1) Fall sports: Banners due on August 31. Banners will not be displayed until all groups have submitted for the Fall season.
 - 2) Winter sports: Banners due on December 31. Banners will not be displayed until all groups have submitted for the Winter season.
 - 3) Spring sports: Banners due on March 31. Banners will not be displayed until all groups have submitted for the Spring season.

6. Installation and Removal of Banners/Fee:

- A) Only the Jackson Township Public Works Department will install and remove the banners on Township street light poles and will maintain the pole arms and support fixtures. Banners must be picked up from the Township Administration building not later than five business days after their removal.
- B) A onetime installation and removal fee of seventy-five (\$75.00) dollars per banner must be submitted with each application. If a banner has been installed and a request is made for removal prior to the end date of display as determined by the Township, an additional removal fee of seventy-five (\$75.00) dollars per banner will be charged for the early removal. If a banner is not installed due to a request to void the installation, a refund of seventy-five (\$75.00) dollars per banner will be paid. No requests for early removal will be considered to accommodate banquets or other special requests or end of season events.
- C) Final banner location will be determined by the Township. A contact person from the applying organization must be identified to the Township for resolving all complaints. Complaints will be referred to the sponsoring organizations.

Adopted: 7/23/09

Amended Effective: 1/9/12

Amended Effective: 6/25/13

Amended Effective: 12/10/13

Amended Effective: 7/8/14

Amended Effective: 8/25/15

Amended Effective: 12/1/20

**JACKSON TOWNSHIP
BANNER PROGRAM APPLICATION**

Name of Organization: _____

Address: _____

Contact Person: _____ Cell Phone: _____

Home Phone: _____

Email: _____ Fax: _____

Name of Event: _____

Date(s) of Event: _____ to _____

Display Dates: From ____ / ____ / ____ To: ____ / ____ / ____
(Not applicable to 2(C) groups-display date set by township).

Total Number of Banners/Poles Requested: _____ **(Maximum of 8, except for 2(C) groups)**

Required documents and fees to be submitted with application:

1. Written proof of applicant's non-profit status.
2. Written confirmation of parental permission for each student photograph (Applicable to 2(C) Groups only).
3. Installation and Removal fee of \$75.00 per banner.

Signature: _____ Date: _____

Return Application To: Jackson Township Administration Department
5735 Wales Avenue NW
Massillon, OH 44646
Phone: 330-832-7416
Fax: 330-832-5936

