

STREET BANNER POLICY

1. Street banners may be approved by the City Clerk only when the requested banner announces or promotes an activity of community interest or purpose & must be requested by a nonprofit organization. **THE BANNER CANNOT ADVERTISE ANY PRODUCT, EVENT, OR ORGANIZATION FOR THE PURPOSE OF PRIVATE PROFIT.**
2. At the present time there is ONE location for street banners located at N. 61st & Havelock Ave. This is a business or commercially-zoned area. Only one located may be designated in a commercial or business area.
3. A request by any one organization to display a banner at a location will normally be approved for a maximum of one week; provided, that the approval may be extended one additional week if no other organization has requested approval of a banner at the same location for the additional requested week. Only one banner will be approved at any one location for any one time period.
4. Street banners shall not exceed 50 feet in length. The banner width shall not exceed 20 inches. The installed banner must be at least 20 feet above the pavement. The banner legend may be on one or both sides of the banner. The legend shall have a maximum of six words. Letters in the legend shall be at least 12 inches in height. Slits should be cut between each letter of the banner to allow the wind to pass through.
5. Requesting organizations are responsible for providing the approved banner & arranging for the banner installation & removal. Banners must be installed and removed by Lincoln Electric System (LES) and are only installed/removed on Mondays. For information contact Ruth Gewecke, LES at 467-7667.
6. Application forms, available from the City Clerk, must be completed by the requesting organization & submitted to the City Clerk a minimum of two weeks in advance of the requested display time period. The application must include the exact legend that will appear on the banner. **REQUESTS ARE GRANTED ON A FIRST-COME, FIRST SERVED BASIS.**
7. Applications for street banners will be reviewed, and approved or disapproved by the City Clerk. For unusual situations, applicants may request Mayoral review of the City Clerk's decision on any application,.

Mail or bring applications to:

CITY CLERK'S OFFICE
COUNTY-CITY BUILDING
555 S. 10TH ST.
LINCOLN NE 68508

APPLICATION FOR STREET BANNER

Please use blue or black ink & please PRINT.

DATE _____

NAME OF ORGANIZATION: _____

DISPLAY PERIOD REQUESTED (1 WEEK MAXIMUM) _____

EXTENDED PERIOD REQUESTED (1 WEEK ADDITIONAL) _____

LOCATION REQUESTED _____

LEGEND TO APPEAR ON BANNER _____

WHAT IS THE ACTIVITY OF COMMUNITY INTEREST? (*noncommercial*) _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____
Street City State Zip

PHONE NUMBER: _____ E-MAIL: _____

Applicant's Signature

Legal Capacity If Representing An Organization

FOR OFFICE USE ONLY

APPROVED: _____ DISAPPROVED: _____

CITY CLERK: _____ DATE _____

COMMENTS: _____

APPROVED: _____ DISAPPROVED: _____

MAYOR: _____ DATE _____

COMMENTS: _____