



CITY OF BUCHANAN
Banner Placement Form

Contact Person: April Sonatzke
Organization: Buchanan High School Daytime Phone 941-527-9367
Address: _____

Dates Banner will be Placed: from May 12? to Long as possible

Indicate preferred location for Banner: ☒ E. Front St. (downtown) or _____ 103 S. Redbud Tr.
(location not guaranteed)

Briefly describe the purpose of the banner:

Buchanan High School Banners
TRACK, BASEBALL & SOCCER.

What does/will the banner say?

Sports Banners.

Policy:

- The City's consideration of banner placements is focused upon signs that uniquely promote the City as a quality place to live, which includes the following: recreation and leisure activities, tourism and community events, and general economic welfare.
- A banner may be no larger than 3' x 20' and no smaller than 2' x 20'.
- A banner must have wind release or wind vents.
- There will be a maximum time period of two weeks for banner display.
- The banner form must be turned in no later than the 1st or 3rd Wednesday of the month to be guaranteed placement on the City Commission agenda.
- The banner form must be approved by the City Commission at their regular meeting or may be approved at the discretion of the city manager. The City Commission meets every 2nd and 4th Monday of the month at 7:00 p.m. at City Hall
- The Cemetery Department must be allowed at least one (1) week's notice prior to the placement of the banner. Contact the Cemetery at 695-3971 for placement.
- The City of Buchanan reserves the right to remove or place banner for purposes that serve the public good.
- All banners promoting Non-City Events or Activities are subordinate to any City Organization banner request and the City reserves the right to deny, remove or limit the display time of any banner.
- The City has placed a \$10.00 placement fee and a \$10.00 removal fee for a total of \$20.00 that needs to accompany each Application form

Please return form to City Clerk's Office, City Hall, 302 N Redbud Trail, Buchanan, Michigan 49107

OFFICE USE ONLY

Date Received: 5/7/12 Employee: [Signature]

Approved/Denied _____ Buchanan City Commission: Date _____