

CITY OF CEDAR SPRINGS

STANDARD OPERATING POLICY

SUBJECT: Banner Policy
Effective Date: June 9, 2011

Policy Number: 1
Amended Date: March 13, 2014

PURPOSE:

To provide guidelines for the placement of banners on the crosswalk located on South Main Street.

POLICY:

The City will allow non-profit organizations to place banners on the crosswalk provided they meet the guidelines established by the City.

1. APPLICATION PROCESS:

Non-profit organizations wishing to hang banners from the cross walk must submit a sign application and pay the fee established by City Council prior to the banners being hung. Fees for hanging banners will be established in conjunction with the City's budget process each May.

2. GUIDELINES:

- A. The non-profit organization must provide banners with their sign application.
- B. Banners must be a minimum height of two (2) feet with the smallest font being at least five (5) inches in height.
- C. Banners must be in good condition, free of rips or tears or visible signs of wear.
- D. Banners will be hung no more than two (2) weeks prior to the event and will be removed as soon as practical after the event.
- E. Up to two banners may be hung from each side of the cross walk at any one time. Approval for all banners is on a first come, first-serve basis.