

Village of Plainfield

Banner & Light Pole Decoration Policy

Purpose

The banner and light pole decoration policy is intended to provide guidance to organizations who wish to furnish banners and/or decorations for installation on Village light poles. Banners and light pole decorations help to identify, promote, celebrate, complement, and/or commemorate community activities, events, seasons, or significant community anniversaries. They may also encourage or promote general economic stimulation within the Village of Plainfield but shall not be used as a public forum or to promote, endorse, or enhance any individual commercial opportunity or event or direct or indirect political activities or events. Banners and decorations should also be used as a means of adding color, creating a sense of excitement, and to bring increased attention to events.

Who May Apply

Units of local government, school districts, local business organizations, not-for-profit/non-profit corporations, and public agencies in Plainfield or that serve the residents of Plainfield.

Application Process

All applications must be approved by the Village of Plainfield. The sponsoring organization must submit a completed application form to reserve banner/light pole space for a specific period. Eligible organizations that submit their application and fee first will be given priority in scheduling. The Village of Plainfield reserves the right to give priority to recurring, established local and cultural events.

Applications will not be accepted less than 30 days prior to the requested display date. Filling out an application does not guarantee a reservation or design approval.

Application forms must be filled out completely and submitted to the Planning Department. An application form is not complete unless it includes a sketch of the proposed banner or decoration (see below). The application processing fee must also be submitted with the application.

Fees

A \$50 processing fee will be charged per application. Applicants are also responsible for all costs incurred for the creation, installation, maintenance, and removal of the banners/decorations. An installation fee of \$25 per banner (not to exceed \$750) will be invoiced to the sponsoring organization after the banners/decorations are installed. This fee can be waived at the discretion of the Village Administrator or his/her designee. (Please see Installation, Maintenance, and Removal for further details.)

Location

Banners and decorations can be displayed on designated light poles in the following locations: Lockport Street, Des Plaines Street, Illinois Street, Village Center Drive, Van Dyke Road, and Wallin Drive.

Placement/installation of decorations/banners will be determined by the Village of Plainfield based upon availability and scheduling.

Duration

Banners/decorations may be limited to a 30 day display period but not less than 7 days. The display

period is dependent upon availability, scheduling, and installation/removal schedules.

Design

The organization must submit their design and a sketch of the banner or decoration (both sides, if they are different) for approval with the application form. Decorations shall be in good taste as determined by the Village of Plainfield. No banner or decoration shall display any statement, words, or images which are obscene or which promote, advertise, or otherwise make reference to illegal or unlawful activity. Advertising the sale of any product or service on a banner or a decoration by a commercial entity is prohibited. Containing advertising for or against any political candidate, referenda, ballot question, political party, or related to any other partisan political purpose is also prohibited. Businesses associated as sponsors of a significant non-profit special event, such as a charity or cultural event, shall be limited to a logo on the banner no bigger than 15 inches by 15 inches. **BANNERS AND DECORATIONS SHOULD NOT BE MANUFACTURED PRIOR TO DESIGN APPROVAL BY THE VILLAGE.** Design approval is not necessary to redisplay banners for annual occasions as long as there are no alterations to the originally approved design. The Village reserves the right to prohibit banners/decorations that do not contain the same design as stated in the application.

Banners must be of sufficient strength and durability to withstand the elements during the period they are in place. All banners must meet the following specifications:

- 18" x 62" in size.
- Vinyl material.
- 5" pocket on the top and bottom of the banner.
- Banners must have grommets and wind slits.

Please note each light pole accommodates two banners. The sponsoring organization shall be responsible for all costs associated with printing and purchasing their streetlight banners.

Design specifications for other light pole decorations (i.e. event signage temporarily secured) vary; please contact the Planning Department at (815) 439-2824 for further information.

Installation, Maintenance, and Removal

Banner Installation/Removal: The Village of Plainfield will install the approved banners, after the organization has delivered them to the Public Works Department located at 14400 Coil Plus Drive. Banners must be dropped off at the Public Works Department, at least five (5) days prior to installation, and they will be installed during normal work hours as the schedule of the Public Works Department permits. When the display period has ended, the Public Works Department will remove the banners and contact the organization regarding banner pickup.

Decoration Installation/Removal: If approved, light pole decorations must be installed by the sponsoring organization and then removed after the event has taken place. The method for installing/hanging decorations must not damage the light poles or the sponsoring organization will be responsible for all costs associated with repairs.

If a banner or light pole decoration is damaged during installation, display, or removal, the sponsoring organization is responsible for providing a replacement. Additionally, the sponsoring organization agrees to hold the Village harmless if any banner/decoration is damaged during installation or removal.

The Village reserves the right to remove, without notice, any banners or decorations which are in a poor or unacceptable visual or physical condition, or differ from the approved design. The Village will also

remove any banners/decorations which remain past the approved display date at the expense of the applicant.

An installation fee of \$25 per banner (not to exceed \$750) will be invoiced to the sponsoring organization after the banners/decorations are installed. This fee can be waived at the discretion of the Village Administrator or his/her designee.

Ownership and Storage

All banners and decorations remain the property of the sponsoring organization. The Village of Plainfield is not responsible for storage of banners. The organization must pick up their banners/decorations from the Public Works Department within five (5) days of notification of removal.

Not a Public Forum

None of the Village's light poles shall constitute or be used as a public forum or in any manner as an open place of public expression. The light poles are reserved for the exclusive use and benefit of the Village of Plainfield. The light poles shall be used, maintained, removed, and eliminated as the case dictates, at any and all times, at the discretion of the Village Administrator or his/her designee.

The display of banners and decorations is based upon availability of light poles and the Village of Plainfield shall enjoy, at all times and in all locations, the right to use light poles for its own displays to the exclusion of any other banners/decorations. The Village reserves the right to not install or remove any banners/decorations, at any and all times, at the discretion of the Village Administrator or his/her designee. Nothing herein shall be deemed to express, imply, or create in any way a right to display banners or decorations on any particular light poles or the right to require the Village to make any light poles available for banners or decorations or the right to require the Village to remove any banner/decoration to allow for the placement of another banner/decoration.

Risk of Loss Statement

The sponsoring organization providing the banners/decorations shall at all times bear any risk of loss, damage, or destruction of or to the organization's banners/decorations and under no circumstances shall the Village be responsible to any person or entity for damage to or loss of any banners/decorations, including the loss of the value of the banners/decorations should this policy, either existing or as subsequently modified, prohibit its display.

Approvals

The Village of Plainfield will provide written notification of approval or denial to the applicant within 14 days of receiving the application.

**Village of Plainfield
Banner/Light Pole Decoration Application**

Applicant Information

Organization Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Banner/Decoration Information

Purpose of Decorations/Banners: _____ Day/Date of Event: _____

Number of Decorations/Banners Requested: _____ Requested Display Period: _____

Preferred Location(s): _____

Note: A sketch of the banner design or light pole decoration must be submitted with this application.

I understand that the Village reserves the right to remove, without notice, any banners or decorations which are inappropriate or in a poor or unacceptable visual or physical condition.

The applicant agrees that it will indemnify, hold harmless and defend the Village of Plainfield, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs, and expenses, including reasonable attorney fees, arising from or in any way related to the display of the organization's banners.

Additionally, the organization agrees to the regulations stated in the Village's Banner and Light Pole Decoration Policy.

Signature: _____ Date: _____

Name: _____ Title: _____

For Internal Use Only

Application, Fee, & Sketch Received:

Departments for Review: Administration Planning Public Works

Approved/Denied:

Notification Sent:

Installation Date: Removal Date:

Number of Banners: Locations:

Installation Invoice Sent (Attach copy): Payment Received:

4/2009