

**Municipality of Murrysville**  
**Policy # 6-99**

**SUBJECT:**

Hanging of temporary, informational banners on Municipally-owned banner poles.

**PURPOSE:**

To establish policy guidelines for display of temporary, informational banners on municipally owned banner poles at designated locations.

Location:

1. Northeast corner of Old William Penn Highway and Tarr Hollow Road

**GUIDELINES:**

1. The Public Works Director will consider issuing a permit for banner requests after the applicant completes and submits "Application for Erection of Banner(s) on Municipally-Owned Banner Poles."
2. All applications must be submitted to the Public Works Director no later than two (2) weeks prior to desired banner display.
3. Banners requested to be hung shall be for civic or community affairs of a public or semipublic nature, and not for private gain.
4. Banners will be installed and removed by an outside contractor.
5. Banners shall be removed as soon as torn or damaged, and may not be requested to be hung for more than thirty (30) days.
6. An indemnification is required, saving the municipality harmless from any and all judgements, costs or expenses due to damage of the sign
7. Criteria for banner construction: all banners shall be of high quality using at least 14-ounce reinforced vinyl material with a double stitched hem and wind slits. The attachment ropes (top and bottom) must be at least 32 feet in length and extend at least 12 inches on either side of the banner. **THE ROPES MUST BE SEWED INTO THE HEM.** There must be grommets every 3 feet along the top and bottom of the banner. The maximum banner size is 18 feet by 3 feet. The minimum banner size is 12 feet by 2 feet.
8. The banner shall be delivered one week before installation to the municipal offices and have a tag with the name of the organization and contact person. It must be picked up within one week of removal.
9. The fees charged will be updated periodically by the Chief Administrator.
10. The municipality is under no obligation to hang any/or all banners requested from an outside source.
11. The following material is prohibited for display:
  - a. Any advertising material designed to promote the sale of commercial products or services, including advertising by or on behalf of candidates for public office. Such prohibition will not include community-interest programming presenting election forums or candidate debates.

- b. Any advertisements for information concerning any lottery, gift enterprise, or similar scheme, offering prizes drawn or awarded by means of any such lottery, gift enterprise, or scheme, whether said list contains any part or all of such prizes.
- c. Asking for monetary donations for charities.
- d. Any material that is obscene or indecent as defined by the Chief Administrator.

**EFFECTIVE:** Immediately

**DATE:** April \_\_\_\_, 2015

**LAST REVISED:**