

BANNER POLICY

The City of Klamath Falls provides an area in the downtown corridor spanning the 700 block of Main Street (near 721 Main) for local community groups to reserve for the display of a banner. The purpose of the City providing this space is to allow local entities to notify the community traveling through the downtown corridor of upcoming events and to encourage participation from the community.

Space for decorative flags on street lights is also available on Main Street. The flags will be approved on a case by case basis by the Downtown Urban Renewal Advisory Committee. Generally, the event supporter should provide enough banners to fill two blocks along Main Street. Each block contains 8 street lights, and two banners are displayed on each side street light, so a two block area requires 32 flags/banners.

SCHEDULING

Scheduling of the banner space is coordinated through the Public Works Executive Analyst and is done on a first come first served basis for the calendar year. The reservation calendar for each year is available December 1 of the previous year. Banner space may be reserved by calling (541) 883-5363. A single banner may be placed for a minimum of one week and a maximum of two weeks.

Upon reservation, a permit (in a similar form to that attached) will be issued to the responsible party reserving the space. This permit must be signed and returned to the Public Works Department at least two weeks prior to the banner being placed.

Scheduling of the street light flags is coordinated through the Planning Division and the Downtown Urban Redevelopment Advisory Committee. A proposal outlining the requested dates and the design, style and material of the flags must be submitted to the Planning Division at least one month in advance of proposed placement. The applicant is responsible to supply all flags which must meet the preapproved specifications.

COST

The fee for banner placement is set by the City Council based on collaborative recommendations from the Maintenance Division, Director of Public Works, and the City Manager. To assure that the fee covers the costs of hanging and removing the banners, a periodic review of the costs to maintain the banner space will be conducted by the Maintenance Division Manager with a report to the City Manager and Director of Public Works. If a fee adjustment is necessary, a presentation will be made to City Council.

The current cost for placement of the banner is \$250. This fee is due at least two weeks prior to the scheduled banner placement.

The street light flags will be installed by the City. The applicant shall be responsible for the installation charge of \$11.00 per street light. Payment for the installation shall be submitted when the banners are delivered to the Planning Division for installation.

BANNER PLACEMENT

All banners are provided by the event promoter. The banner should be delivered to the City Maintenance Division, 1199 South Spring Street, Klamath Falls, Oregon, at least two to three days in advance of its scheduled placement. The Maintenance Division will endeavor to hang the banner on Monday of the scheduled placement; however, due to possible City emergency, employee scheduling, or other conflicts, it is possible that banner placement could be delayed to no later than Tuesday.

Once removed, the banner should be picked up by its owner no later than two weeks after removal. If the banner is not picked up within one month of removal, it may be destroyed.

BANNER DESIGN AND MATERIALS

The required dimensions for the banner are 32' L x 42" H. Grommets will be placed every 30" along the top and on each corner.

The City is requiring a mesh banner with a 9 oz. liner for durability and stability. Banners not constructed with the mesh material are historically more susceptible to wind damage. More information and technical specifications for this recommended banner material may be obtained by contacting the City Public Works Department at (541) 883-5363.

The street light flags hang in pairs; one on each side of the street light. The flags shall be designed as a pair with the design flowing from one banner to the other. It is recommended that the flags be made from acrylic mariner canvas for better durability. Flags made from vinyl will generally last for only one season.

The dimensions of the street light flags shall be 18" by 36" with 3 ½" sleeve at the top and a grommet on the lower inside corner. They will need to be weighted at the bottom. More information and technical specifications for this recommended flag material may be obtained by contacting the City Planning Division at (541) 883-5361.