



**Banner Permit Process Instructions**  
(Non-profit Organizations only)

1. Banner applications will be accepted from **Non-profit organizations only**. Application must be submitted to the City Clerk's Office.
2. Banner season: banners are only available to be displayed from April (15<sup>th</sup>) to November (15<sup>th</sup>) annually, on a first come first serve basis. No banners will be approved for longer than two seven day periods or a total of 14 days. The Public Works Departments has the right to approve or deny banner applications outside of the established banner season.
3. Banners size shall be a minimum of sixteen (16') feet long, by four (4') feet wide and a maximum of twenty (20') feet long, by four (4') feet wide; double sided (printing on both sides) with cut outs, or made of a material where the wind can pass through it, as to reduce the stress on the buildings. The Public Works Department has the right to approve or deny any deviation of the banner size.
4. Application forms will be provided by the City Clerk's Office. The application shall contain the name of the organization, proof of non-profit status, contact person name, address (both mailing and physical) for organization, phone number, email address, a description of the event, and dates requested.
5. All applications shall be accompanied with payment in the amount appropriate for the time period requested. \$250.00 for each seven day period, maximum of 14 days, no fees will be pro-rated or refunded.
6. Each application will be accompanied by proofs of insurance verifying they are covered for Commercial General Liability Insurance in the amount of a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate for the time frame the banner will be hung. The certificate should name each entity listed below as an "additional insured" with respect to the Banner Permit.
  - o City of Auburn, 60 Court Street, Auburn, Maine 04210
  - o J&T Holdings, PO Box 748, Gorham, Maine 04038
  - o Unit 4, LLC, 31 Court Street, Auburn, Maine 04210
  - o Norway Savings Bank, 31 Court Street, Auburn, Maine 04210
  - o Norway Savings Bank Plaza Condo Owners Association, 31 Court Street, Auburn, Maine 04210
  - o Unit 3, LLC, 31 Court Street, Auburn, Maine 04210

**\*Note: The City is not responsible for any lost, stolen or damaged banners. All banners are installed and removed on Monday's, unless inclement weather or a holiday.**



7. City Clerk's Office will then forward copies of insurance to the building owners, in compliance with their annual blanket letter of approval.
8. Upon receipt of the completed application, payment of fee and proofs of insurance the applicant will be placed on the list of approved banners and Public Works Department will be notified through the work order system.
9. Applicant will be responsible for getting their banner to the Public Work Department at 296 Gracelawn Road, no later than the Thursday before the date the banner is authorized to be displayed.
10. Applicant will be responsible for picking up their banner within one week of the removal. Banners will not be stored after that time period.

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