City of Auburn

Banner Permit Process Instructions

(Non-profit Organizations only)

1. Banner applications will only 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 (15th) to November (15th) 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. $100.00 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 naming the following entities as **Additional Insured** (not certificate holders) for no less than $1,000,000, enforce for the banner time period:
   City of Auburn, 60 Court Street, Auburn, Maine
   Court Street Property, LLC, 31 Court Street, Auburn, Maine
   J&T Holdings, PO Box 748, Gorham, Maine

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.

***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.

RLF - Revised January 2011.

City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Clerk

Banner Permit Application

(Print or Type Written)

Organization Name: _____

***I certify this organization qualifies as non-profit, in accordance with Maine Statutes.**

Contact person: _____ Title: _____

Phone #: _____ Email: _____

Mailing address: _____

PO Box or Street City State Zip

Physical address: _____

Street City State

Purpose or Event: _____

_____

(What event or activity is the banner advertising)

Dates requested: _____ Fee: _____

Maximum of two week period (14 days total) per request $100 per seven day period

By signing this application, I swear that I have read, understand and agree to the terms in the City of Auburn Banner Permit Instructions, revised January 2011.

Dated: _____ Signed: _____

Signed application, must be accompanied by proof of insurances and appropriate fee to be considered.

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