



## CITY OF LE SUEUR BANNER POLICY

### **Application**

Application for placement of a banner across Minnesota State Highway 112 shall be made on the attached form. The applicant shall provide any and all information required by the City to review the eligibility of the applicant and information to be placed on the banner. Application forms are available at City Hall: 203 South Second Street, the Electric Line Shop: 505 Boright Street, and online at: [www.cityoflesueur.com](http://www.cityoflesueur.com).

Applicants will be informed of their eligibility by telephone or email. If approved, the applicant must then submit payment for the banner to reserve the dates requested. The City is unable to guarantee an exact date and time of placement or removal but will make a reasonable effort to address the requested timelines for placement. Applicants are advised they should not have the banner made before receiving notice from the City of LeSueur that the application has been approved.

**No advertising for any organization or company (including logos or the sponsoring companies) is allowed on the banner.**

### **Eligibility**

All not for profit organizations, charitable event, and festival organizations as approved by the City shall be eligible to have a banner hung on the City owned structure across Highway 112. The City may also consider tourism and promotional banners that have been approved and recommended by the Le Sueur Area Chamber of Commerce. Any banner recommendation made by the Chamber of Commerce must also have the approval of the City Administrator prior to acceptance.

### **Priority**

The City will attempt to meet the needs of all applicants, but should two or more applicant requests be received for placement at the same time, the City Administrator shall reserve all rights to determine which applicant receives the benefit of placement and the time frame for which placement will be provided. Priority will be given in the following order:

- Applicants who have their primary business or organization in Le Sueur
- Applicants who are promoting community festivals or celebrations in Le Sueur
- Applicants promoting tourism in Le Sueur
- Those who apply on a first come first serve basis

### **Fee**

A fee of \$250 shall be paid upon approval of the banner application and in no event shall the banner be installed without payment being made. Said fee shall be payable to the City of Le Sueur and shall be delivered to the City Administrator's office once the applicant has been notified the banner application has been approved. The fee shall cover banner installation for a two-week period. Should the applicant wish the banner to remain in place longer than two weeks, and additional \$250 must be immediately remitted for each additional two-week period or portion thereof. Specific dates are not reserved for any applicant until the fee is received.

### **Banner Construction**

It is the responsibility of the applicant to provide a banner that meets the specifications identified in the application packet. The City of Le Sueur is not responsible for any damage that may occur to the banner while it is in the City's possession and the City may refuse to install a banner that does not meet the specifications.

If you have any questions about this policy, please contact City Hall at 507-665-6401.



**City of Le Sueur, MN**  
**Banner Installation Application**

APPLICANT INFORMATION	
<b>Organization Name:</b>	<b>Applicant Name:</b>
<b>Street Address:</b>	<b>City:</b>
<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Email:</b>

BANNER INFORMATION	
<b>Installation Date Requested*:</b>	<b>Removal Date Requested*:</b>
<b>Banner Length (in feet):</b>	
<b>Direction Banner Should Face (if one-sided):</b> <b>NORTH</b> <b>SOUTH</b>	

\*Please note: banners are only installed/removed Monday – Friday.

I (we) do hereby agree to the following regulations:

1. I will abide by the City of Le Sueur Banner Policy in regard to my request to have a banner installed above Highway 112.
2. I understand that I will be required to provide a banner meeting the specifications outlined by the City (see next page).
3. Should I fail to meet the City specifications, I understand the City may deny my request or remove my banner at any time.
4. After installation, should the banner become damaged and present a public safety hazard requiring removal of the banner after regular business hours, I agree to be responsible for all costs incurred by the City in removal of the banner.
5. Banners shall not include directional signage (i.e. the banner shall not have an arrow or any other directional marking directing people to a particular place).

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

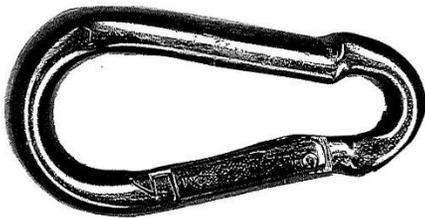
\_\_\_\_\_  
Date

OFFICE USE ONLY	
<b>Date Received:</b>	<b>Date Approved/Denied/:</b>
<b>Reason for Denial (if applicable):</b>	
<b>Amount Paid:</b>	<b>City Administrator Signature:</b>

## BANNER SPECIFICATIONS

Once your application has been approved by the City of Le Sueur, it will be necessary for you to provide the City with a banner that meets the specifications outlined below. Should you have any questions regarding these specifications, applicants are encouraged to contact the City prior to having the banner made to ensure all specifications are met. Please review the attached banner drawing and the photo of the required clips to ensure you meet specifications.

1. Banners must be no larger than **30"-34" wide by 30' long maximum**.
2. Applicant must supply all clips to the correct size. A "to scale" photo of the correct clips is attached on the following page and rope size 3/8".
3. Clips shall be installed across the top and bottom every 24" and clips in all four corners. Clips and rope must be installed by the applicant prior to delivery to the City.
4. Banner edges shall be **2", double thickness**.
5. Wind relief shall be provided a minimum of every 30" top and bottom and use a minimum of eleven wind flaps.
6. Banner must be delivered to the City of Le Sueur Electric Department (505 Boright St.) prior to installation day.
7. Banner must be picked up from the City of Le Sueur Electric Department within five (5) working days of the banner removed. If not collected within the time frame, the City will dispose of the banner without further notice to the applicants. The Electric Department is open Monday – Thursday, 7:00am – 4:00pm, and Friday, 7:00am – 1:00pm for your convenience.



Banner Clip  
Actual Size

Maximum 30' Long

