



City Of Collegedale

Temporary Signage Posting Policy

Scope

This Policy shall encompass the use of the City owned and placed signage pillars (currently in four locations) in our City as of February 4, 2013.

Purpose and Administration

To allow non-profit organizations a consistent place to broadcast information of their events in an orderly manner in compliance with the City of Collegedale Sign Ordinance. This policy shall not be part of the sign ordinance but provides guidance relative to the permissible use of the pillars. The policy will be administered by the City Manager and his designees subject to the oversight of the Board of Commissioners.

Operational Parameters

The following are the basic parameters of this policy. Every effort will be made to ensure fairness and consistency but in the event of a discrepancy or unresolved conflict regarding this policy, the City Manager will resolve the conflict in the exercise of his reasonable discretion. The Codes Enforcement staff shall bring any conflict to the attention of the City Manager in a timely manner and who shall, in turn; resolve the matter as quickly as possible.

There shall be two levels of posting and precedence; Community and Club.

Community shall take precedence over Club.

Community Level - organizations at this level make postings relative to a wide degree of participation by community residents in matters relating to the public well-being. Examples are animal clinics, health care matters such as vaccinations, sign-ups for sports leagues, or anything deemed in the best safety and security interest of the public trust or good will.

Club Level - service clubs and other clubs operating within the City, fruit or fundraising product sales, activities such as fundraising meals, fundraising sales of any kind, religious organizations or school events or any other activity where the public is invited to participate for the activity to properly function but does not meet the definition of Community level.

Examples: Sign up for youth association teams or rabies clinics would be **Community level**.

Advertisements for certain fundraising breakfasts or dinners, fruit sales, concerts, religious events, or book readings would be **Club based**.

1. All Public Posting Areas will be controlled by the City of Collegedale.
2. Groups wishing to use this venue must be registered with the City of Collegedale as a tax-exempt organization.
3. There is no cost for use of our Temporary Signage Posting Areas.
4. The advertised activity/event must be within the City of Collegedale corporate boundary.
5. Reservations must be made with us and permission given prior to signs being displayed.
6. There is a maximum four months advanced registration.
7. Each sign's maximum posting period is four weeks. A group is encouraged not to exceed sixteen weeks during a calendar year but if space is available, it will be allowed.
8. Signs must be removed no later than two calendar days after event or end of reservation posting period, whichever comes first.
9. Any banner not removed at the end of the reservation posting period or not complying with these requirements will be removed by the City of Collegedale. *Note: These banners must be picked-up by tax-exempt group at City Hall within one week or will be disposed of by the City.*
10. Professionally printed **8' x 3' banner signs** only (no handwritten signs allowed).
11. Groups may reserve only two of the four locations; while a total of 2 spaces are available to post signs at each location, only one sign per location per group is allowed. **Community Level Groups shall have priority over Club Level Groups. In theory each location could have one Community Level and One Club level posting but two Community Level postings will be allowed if needed based on the order of precedence established herein.**
12. Rope must be used to secure banner to posts with neat appearance (no bungee cords, wires, etc. allowed). Posting organizations are encouraged to regularly review the condition of their signs as weather related issues and vandalism may occur.
13. The City assumes no liability for the content of signs, or for personal injury or property damage associated with the posting of signs.
14. The City reserves the right to remove signs that are offensive (invidious slurs, etc.) or that contain vulgarities or obscenities to include if a sign is vandalized after posting at no fault of the City or posting organization.
15. **The use of nails, screws, staples or other fasteners to the sign posts are prohibited.**
16. **It is strongly encouraged to incorporate wind slits into banner to increase banner longevity.**

City Manager



2-4-15