



VILLAGE OF ELM GROVE

GENERAL RULES AND REGULATIONS FOR DISPLAY OF BANNERS IN VILLAGE PARK

The banner poles in Village Park (near the corner of Juneau Boulevard and Legion Drive) are for the display of Village information. They are not to be used by profit-making businesses.

Only banners noting events taking place/being held on Village of Elm Grove property may be displayed.

- A. Application: Application for display of a banner in the Village Park (on the poles located near the corner of Juneau Boulevard and Legion Drive), the banner to be displayed and the \$5 temporary sign permit fee, shall be submitted 3 – 10 days prior to the desired display date.
- B. Priorities for use: Only one banner may be displayed at a time. Priority for display shall be in the following order.
 1. Village Hall messages
 2. Village sponsored events/activities
 3. Community sponsored organizations' events
 4. Not for profit and educational organizations' events
- C. Display materials: All banners must adhere to the following guidelines.
 1. Only events open to all residents of Elm Grove may be displayed.
 2. No messages soliciting for business may be displayed. The logo of sponsoring businesses may be displayed.
 3. No political messages may be displayed.
 4. No religious messages may be displayed.
 5. No vulgar or offensive language may be displayed.
- D. Display timeframe: Banners may be displayed up to two weeks prior to an event through the end of the event, for a maximum of up to three weeks.
- E. Responsibility: The Village of Elm Grove is not responsible for damage to banners before, during or after display.

The Village may remove a banner, at the discretion of the Village Manager or his/her designee, at any time.

The Village may refuse to display a banner for any reason, including but not limited to, the material does not conform to section C above or is inappropriate for display per the discretion of the Village Manager or his/her designee.

Banners must be picked up by the applicant within one week of being taken down.



VILLAGE OF ELM GROVE

13600 Juneau Boulevard

(262) 782-6700

BANNER DISPLAY APPLICATION

(Banner placed on poles in Village Park near corner of Juneau Blvd. & Legion Dr.)

Name of Organization: _____

Contact information of organization representative (individual completing application form):

Name: _____ Phone: _____

Address: _____

Email: _____

Dates display requested: _____ to _____
(Requested date to be put up) (Requested date to be taken down)

Banners may be displayed up to two weeks prior to an event through the end of the event, for a maximum of up to three weeks. Banners may be taken down at any time at the discretion of the Village Manager or his/her designee. Utilization of the display area within the Village Park is a courtesy; banners will be put up and taken down within the confines of staff schedules – requested display dates are not guaranteed.

Banner message (exact language) and description (logos, symbols, pictures): _____

As an authorized representative of the above organization, I hereby apply to display a banner as indicated above. I have read and understand the GENERAL RULES AND REGULATIONS FOR DISPLAY OF BANNERS IN VILLAGE PARK on the reverse side of this application.

Signature of Organization Representative: _____ Date: _____

For office use only:

Application received by: _____ *Pd. \$5.00 fee (cash/ck):* _____