

# **BOROUGH OF WAYNESBORO**

## **Banner, Ceremonial Ribbon and Decorations Policy**

**Purpose:** The purpose of the policy is to establish conditions by which the Borough would allow Banners, Ceremonial Ribbons or any other similar Decorations to be displayed on Street Trees, Parking Meters, Sign Posts or Street Lights within a designated portion of the Borough.

**Term:** The policy shall begin at the time of approval by Borough Council and shall remain in place until modified or rescinded by Borough Council.

**PERSON:** For the purposes of this policy, "Person" shall mean any duly organized and authorized Internal Revenue Code Section 501(c) or Pennsylvania Non-profit organization of any kind who desires to place Banners, Ceremonial Ribbons or Decorations on Street Trees, Parking Meters, Sign Posts or Street Lights.

**BANNER:** A flag or other piece of cloth, plastic or other material bearing a symbol, logo, slogan or other message.

**RIBBONS:** Ribbons shall be of no greater width than eight (8) inches. Ribbons shall display no writing, text, graphic, symbol, logo, emoji, insignia, or marking. Ribbons shall only consist of one solid color. Ribbons must be constructed of a material that is capable, in the opinion of the Borough, of withstanding the elements of weather and vandalism without deterioration for a period of at least one (1) calendar month.

**DECORATION:** Any wreath, garland, light, scarecrow or any other ornamentation.

**AREA OF DISPLAY:** Ribbons, Banners and Decorations may be displayed along Main Street from the West side of Broad Street to the East side of Grant Street. These items should originate in the Square and be placed uniformly towards the boundaries. Sporadic placement is not permitted.

**PLACEMENT:** Ribbons may only be hand tied with a bow or a twist tie (a metal wire that is encased in a thin strip of paper or plastic as is used to tie the openings of bags, such as garbage bags or bread bags) to the trunks of Street Trees, Posts or Parking Meters. Ribbons shall be tied in such a manner that their presence is not harmful, in the opinion of the Borough, to the Trees. In addition, the Person placing the Ribbon to the Street Tree or Parking Meter must tie the Ribbon to the Street Tree, Sign Post or Parking Meter in a way in which the Ribbon cannot be easily removed from the Street Tree, Sign Post or Parking Meter by the elements. Ribbons placed on Parking Meters shall not interfere with the operation of the Parking Meters. A person may only place ribbons on Street Trees or Parking Meters but not both. Banners must be sized to the current size of the banner holders attached to Downtown Lights. The banner holders may not be moved or manipulated to hold the banners. Decorations may be attached with zip ties or similar ties capable of withstanding their weight and not able to cause damage to the Tree, Light or Post. Any Ribbons, Banners or Decorations must be placed so as not to interfere with the operation or obstruct the view of any Borough Parking Meter, Traffic Light, Stop Sign, or other similar traffic control device.

**LENGTH OF DISPLAY:** Ribbons, Banners or Decorations may only be displayed for a maximum of one (1) calendar month. Only one (1) Person will be permitted to place Ribbons, Banners or Decorations

on Street Trees, Sign Posts or Parking Meters during a calendar month, regardless of the length of time that the Person actually displays the Ribbons during the calendar month and whether the Ribbons, Banners or Decorations are displayed on Trees, Posts, or Parking Meters. A Person shall be eligible to display Ribbons, Banners or Decorations multiple times per calendar year, however preference will be given to a Person who has not displayed Ribbons, Banners or Decorations during the calendar year. The Person displaying the Ribbons, Banners or Decorations shall be solely responsible for installing, maintaining, and removing the Ribbons or Decorations no later than the last day of the calendar month in which the Person was permitted to display the Ribbons.

**SELECTION OF PERSON PERMITTED TO PLACE RIBBONS, BANNERS OR DECORATIONS:** Persons wishing to display Ribbons, Banners or Decorations must submit a written letter to the Borough Manager as an application form. It is preferred that written letter be on organization letterhead. The Person must designate on the application letter which calendar month the Person desires to display the items. Permission will be granted in the order in which an administratively complete application is received by the Borough Manager. In the event of a tie, the tie shall be broken by the Borough Manager by drawing a name randomly from a box.

Each request **MUST** be accompanied by proof of 501(c) status, 24 hour per day contact information, proof of insurance and a description or example of the item to be displayed.

Each request **MUST** be accompanied by a copy of this policy, signed and acknowledged by the Person.

**VIOLATIONS OF POLICY:** A violation of this policy shall occur if:

1. A Person fails to remove item(s) prior to the end of the calendar month in which the Person was permitted for display.
2. A Person places item(s) on Street Trees, Posts, Street Lights, or Parking Meters in unpermitted areas of the Borough.
3. A Person utilizes item(s) that do not meet the criteria of this Policy.
4. A Person fails to remove item(s) which become deteriorated or are in danger of being removed from the Downtown Street Trees or Parking Meters by the elements.
5. The installation damages Street Tree, Sign Posts, Parking Meters or Light Posts.
6. The installation interferes with the proper maintenance and operation of Parking Meters.
7. Any other violation of this Policy.

In the event that the Borough notifies the Person of a violation, the Person shall be precluded from participating in placing Ribbons, Banners or Decorations for one (1) calendar year. The Borough shall have the right to require the immediate removal of any Ribbon, Banner or Decoration that does not meet the requirements of this Policy or if the Person fails to meet the requirements of this Policy.

**INSURANCE:** A Person shall provide, concurrently with the application to place Ribbons, Banners or Decorations, proof of general liability insurance in the amount of at least \$250,000, and the Person shall be required to provide the Borough with an Acord certificate naming the Borough as an additional insured. Such certificates can be obtained from the Person's insurance professional.

**INDEMNIFICATION:** A person who displays Ribbons, Banners or Decorations, as a prerequisite to such display, and by submission of an application, does hereby agree to indemnify, hold harmless, and defend the Borough for any and all claims, demands, suits, damages, costs and expenses arising out of and/or relating to, directly and/or indirectly, the Person's display of Ribbons, Banners or Decorations on Street Trees, Parking Meters, Sign Posts or Street Lights including, but not limited to reasonable attorney fees.

**ACKNOWLEDGEMENT: I have read this enclosed policy and acknowledge that I understand and agree to all terms and conditions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date