

## REQUEST TO DISPLAY BANNER PENNINGTON BOROUGH

penningtonboro.org • (609) 737-0276 • 30 North Main Street, Pennington, NJ 08534

Banners that promote Borough, Borough-sponsored, civic, educational, charitable and non-profit

- All reservations will be made on a first-come, first-service basis, with preference for events
  and programs sponsored by organizations in the Borough. The following events will be
  accommodated for a minimum of one-week annually and shall not be affected by prior
  reservation: League of Women Voters for election days (Primary, General and Special),
  Pennington Day, and Memorial Day Parade.
- Banners and a copy of an approved request form must be delivered to Borough Hall at least 3 days prior the approved reservation date.
- The Borough will attempt to honor and accommodate all approved requests.
- Banners may be removed in the event of extreme weather or hazardous conditions. The
  decision of the Superintendent of Public Works or his designee regarding the removal of any
  banner shall be final.
- Banners will not be displayed during winter months or in extreme cold weather. Cold weather and wind will cause banners to become stiff and brittle.
- The Borough is not responsible for the condition of any banner upon return to the owner.
- Banners must be retrieved from Borough Hall no later than one week after the date or final event of the event The Borough will not store banners.

For Borough Use Only: